



# Union University

## 2009/2010

Property of: \_\_\_\_\_

Address: \_\_\_\_\_

Phone #: \_\_\_\_\_

In case of emergency, please notify:

Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

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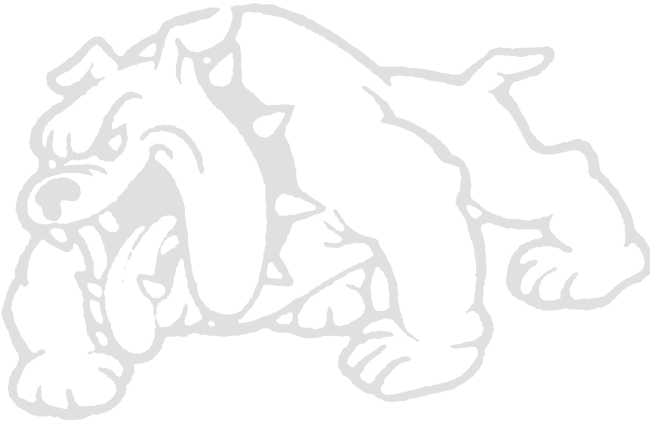
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Dear Union Family:

Welcome back! If you are new to our Union community this year, we are so pleased that the Lord has led you to our campus, and we look forward to getting to know you. It is our desire that you find a strong sense of community here at Union. I hope that you feel supported as you study, worship, build friendships, and get involved in the ways God is working on our campus. It is my desire that you be involved and perhaps even take a leadership role in coming months. The Lord has gifted you with unique strengths that will flourish this year.

Please know that my office is eager to provide you with opportunities, resources and solutions as you study, learn and grow. I look forward to serving each of you this year!

Warmly,



Kimberly Thornbury, Ph.D.

Vice President for Student Services & Dean of Students



Friends and fellow Unionites:

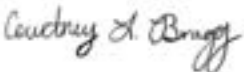
Welcome to a new year at Union University!

I am so excited for the new opportunities that the Lord has planned for us this year. He has done so much for us in the past year, and I cannot wait to see what he will do with Union and its students in the future.

Over the past year, Union has seen God's hand of provision in very tangible ways. He has provided for us physically and has given us a unique campus community. I believe that God is going to continue to work in and through Union as he continues to work in the lives of Union students.

My prayer for you this year is that you will find your place to be involved on campus. Union has so many great organizations to be a part of – from GO Trips to Greek Life to Life 139 to organizations within your specific major. Get to know your professors. Learn what your gifts are and put yourself in a place to make the best use of them. Take the time to get outside of Union and serve the Jackson community. My hope is that you will take advantage of all of the opportunities set before you!

I want you to know that I am here to serve you. I would love to pray with you, to hear your concerns, and to just hang out and get to know you. The Student Government Association exists to be the voice of the student body, so we as an organization want to hear your thoughts!! Have a wonderful school year!



Courtney Bragg

2009 Student Government Association President



## PHONE NUMBERS

The University offers a broad range of services. The president, vice-presidents, deans, chairpersons of the departments, faculty, and other Union personnel are available to students who desire assistance in matters related to their academic, social, personal, and spiritual lives.

### EMERGENCY NUMBERS

Ambulance .....	9+911
Fire .....	9+911
Poison Control .....	1-800-222-1222
Police .....	9+911
National Eating Disorders Association Helpline .....	1-800-931-2237
Suicide Prevention Hotline .....	1-800-273-TALK(8255)
Residence Life .....	RD 24 hour cell phone (emergency only) 298-7768
Safety and Security .....	(day) 661-5018
	(Safety and Security 24 hour cell phone)731-394-2922
West Tennessee 24-Hour Alcohol & Drug Helpline .....	615-269-0122

### UNIVERSITY DIRECTORY

For numbers not listed here, please call the Union University switchboard at “0” or 731-668-1818. If calling from off campus, please dial the 661 prefix before the following extensions. Our area code is 731.

Academic Services.....	5040
Accounts Payable.....	5275
Activities Desk.....	5150
Aquatics .....	5150
Athletic Office.....	5130
Admissions Office.....	5100
Art Department .....	5075
Alumni Relations .....	5208
Barefoots Joe.....	5019
Biology Department.....	5596
Bookstore (LifeWay).....	(731)668-9492
Box Office (Theatre).....	5105
Business Office/Student Accounts .....	5026
Business (School of) .....	5357
Campus Ministries .....	5062
Campus Calendar/Reservations .....	5279
Cardinal and Cream .....	5376
Career Services .....	5421
Center for Academic Advocacy .....	5078
Center for Academic Support.....	6568
Chapel Facilitator (chapel credit).....	5279
Chemistry Department .....	5596
Christian Studies Department .....	5117
Communications Department .....	5597
Computing Services .....	5400

Counseling Services.....	5322
Dawg Tag – (ID).....	5033
Dean of Students.....	5090
Disability Services.....	5322
Dining Services.....	5420
Education (School of).....	5372
Engineering Department.....	5270
English Department.....	5131
Enrollment Services.....	5422
Facilities Management.....	661-9818
Financial Aid.....	5015
Germantown Campus.....	901-759-0029
Greek Life.....	5094
Health Services.....	5284
History Department.....	5131
Hundley Center (tutoring).....	5123
Info Dawg Line (snow days, etc.) Website: <a href="http://www.uu.edu/news">http://www.uu.edu/news</a> .....	661-5048
International Student Liaison.....	5031
Intramural Hotline.....	5039
Languages Department.....	5131
Library.....	5070, Fax 661-5175
Maintenance Needs.....	(please fill out work order in the commons)
Math/Computer Science Department.....	5270
McAfee Commons.....	5054
Media Center.....	5077, 5377
Music Department.....	5345
Nursing Department.....	5200
Physical Education, Wellness, and Sports.....	5130
Physics Department.....	5270
Political Science Department.....	5131
Post Office.....	5290
President’s Office.....	5201
Provost’s Office.....	5203
Psychology Department.....	5064
Registrar’s Office.....	5040
Residence Life.....	5433 (LIFE)
Residential Network Support.....	5585
Ryan Center for Biblical Studies.....	5579
Safety and Security.....	5033
Social Work Department.....	5554
Sociology Department.....	5064
Student Activities Council (SAC).....	5114
Student Leadership Development.....	5094

Student Life Office .....	5090
Student Government Association (SGA) .....	5032
Student Organizations .....	5094
Student Programs .....	5285
Teacher Licensure .....	5372
Testing (CLEP, Dantes).....	5309
Undergraduate Admissions .....	5210
University Communications .....	5211
University Relations.....	5050
University Services (printing).....	5256
Union Station .....	5000, 5474, 5475, 5476, 5477
Veteran's Benefits/GI Bill .....	5015
Voice Mail (unlocking or resetting voice mail) .....	3000
Wellness Services/Center .....	5447
Workstudy/Workshop.....	5405



*Photo by Angela Abbamonte  
Public relations major Elizabeth Wood performs with the ladies of Chi Omega  
in the SAC Variety Show.*

# HOURS

## Barefoots Joe

Monday—Thursday .....	7:30 am—11 pm
Friday .....	7:30 am—12 am
Saturday .....	1:00 pm—12 am
Sunday.....	7:00 pm—11 pm

(Hours Subject to Change)

## Computer Center Hours

### Fall and Spring Semesters

Monday—Thursday .....	7 am—12:30 am
Friday .....	7 am—9 pm
Saturday .....	11 am—5 pm
Sunday.....	2 pm—5 pm; 8—12:30 am

### Summer Terms

Monday—Friday.....	7 am—9 pm
Saturday .....	11 am—5 pm
Sunday.....	2 pm—5 pm

### Winter Term

Monday—Friday.....	7 am—9 pm
Saturday .....	11 am—5 pm
Sunday.....	2 pm—5 pm

(Times could vary during Winter and Summer Terms. Labs will also be closed during Chapel on specific dates that are posted in the lab. Labs are closed on official school holidays. Please check Lab postings for updates.)

## Dining Services

### Dining Hall

#### Monday—Friday

Breakfast .....	7 am—9 am
Lunch .....	11 am—2 pm
Dinner .....	4:30 pm—6:30 pm

#### Saturday—Closed

#### Sunday

Breakfast .....	Closed
Lunch .....	Noon—2 pm
Dinner .....	5 pm—6 pm

## The Lexington Inn

**Please note:** The Lexington Inn is closed during chapels on Wednesdays and Fridays from 10:00—10:45 am. Also, the Lexington Inn **grill only** is closed Mondays, Tuesdays, and Thursdays from 10:30 – 10:45 am to change over from breakfast to lunch service.

Monday—Friday.....	9 am—8 pm
Saturday .....	8 am—9 am; Noon—2 pm; 4:00 pm—6 pm
Sunday.....	Closed

## Health Services (open only when classes are in session)

Monday—Friday.....	8 am—4 pm
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**Please note:** The Health Clinic is closed for most chapel services and Tuesday mornings from 8:30—9:30 am for staff meeting. The Health Clinic lunch time varies due to their desire to accommodate morning patients.

## The Hundley Center for Academic Enrichment

Monday, Tuesday, Thursday .....	1 pm—8 pm
Wednesday & Friday .....	1 pm—5 pm

## Library Hours

### Fall and Spring Semesters

Monday—Thursday .....	7 am—12:30 am
Friday .....	7 am—6 pm
Saturday .....	11 am—5 pm
Sunday .....	2 pm—5 pm; 8 pm—12:30 am

### Winter Term

Monday—Thursday .....	7 am—9 pm
Friday .....	7 am—4:30 pm
Saturday .....	11 am—5 pm
Sunday .....	2 pm—5 pm

### Summer Term

Monday—Thursday .....	7 am—9 pm
Friday .....	7 am—4 pm
Saturday .....	11 am—5 pm
Sunday .....	2 pm—5 pm

(Hours may be modified in between terms. Summar Library closes for all school holidays. Summar Library closes for the chapels requested by the President's office.)

## Mail Services

Monday—Friday .....	8:30 am—4:00 pm
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## Residence Complexes Commons Hours

### McAfee Commons Weekday

Monday—Thursday .....	11 am—1 am
Friday .....	11 am—2 am

### McAfee Commons Weekend

Saturday .....	Noon—2 am
Sunday .....	1 pm—6pm; 8 pm—1 am

### McAfee Commons Winter and Summer Terms

Winter Term Commons Hours .....	Noon—12 am
Summer Terms Commons Hours .....	Noon—12 am

### Quads Commons Weekday

Monday—Friday .....	7:30 am – 1 am
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### Quads Commons Weekend

Saturday .....	Noon—2 am
Sunday .....	1 pm—6pm; 8 pm—1 am

### Quads Commons Winter and Summer Terms

Winter and Summer Commons hours to be determined. Please check [www.uu.edu/student-services/residencelife](http://www.uu.edu/student-services/residencelife) for up to date information.

## Residence Life Open Visitation

Friday .....	2 pm—10 pm
Saturday .....	2 pm—10 pm
Sunday .....	Noon—6 pm

**Wellness Center Hours (Fall/Spring Semesters)**

Monday .....	6 am—10 pm
Tuesday .....	ladies' night from 9 pm—10 pm ..... 6 am—10 pm
Wednesday .....	6 am—10 am; 11 am—10 pm
Thursday .....	ladies' night from 9 pm—10 pm ..... 6 am—10 pm
Friday .....	6 am—10 am; 11 am—8 pm
Saturday .....	8 am—2 pm
Sunday.....	2 pm—4 pm

**Activities Center**

Monday .....	6 am—10 pm
Tuesday .....	6 am—10 pm
Wednesday .....	6 am—10 am; 11 am—10 pm
Thursday .....	6 am—10 pm
Friday .....	6 am—10 am; 11 am—10 pm
Saturday .....	8 am—8 pm
Sunday.....	2 pm—4 pm

**Aquatic Center Hours (Fall/Spring Semesters)**

Monday .....	6 am—8 am; 1 pm—4 pm; 7 pm—9 pm
Tuesday .....	1 pm—4 pm; 7 pm—9 pm
Wednesday .....	6 am—8 am; 1 pm—4 pm; 7 pm—9 pm
Thursday .....	1 pm—4 pm; 7 pm—9 pm
Friday .....	6 am—8 am; 1 pm—4 pm
Saturday .....	3 pm—6 pm
Sunday.....	2 pm—4 pm

Check center postings for Summer and Winter Terms.



*Photo by Kristi McMurry*

*The Union cheerleaders celebrate after a shot is made in the TranSouth Conference Tournament Finals against Freed-Hardeman.*

# UNION UNIVERSITY PROFILE

## OUR IDENTITY

Union University is an academic community, affiliated with the Tennessee Baptist Convention, equipping persons to think Christianly and serve faithfully in ways consistent with its core values of being Christ-centered, people-focused, excellence-driven, and future-directed. These values shape its identity as an institution which prioritizes liberal arts based undergraduate education enhanced by professional and graduate programs. The academic community is composed of quality faculty, staff, and students working together in a caring, grace-filled environment conducive to the development of character, servant leadership, and cultural engagement.

## OUR CORE VALUES

- **Excellence-Driven:** We believe that excellence, not mere compliance, is the goal of our teaching, our research, and our service. We are not motivated to excellence out of pride but out of a desire to do all things for God's glory because He cares about our work and wants to be involved in everything we do. We will not be satisfied with mediocrity, but will pursue excellence in all things. This means our truth claims carry with them the challenge of living out that truth in the minutes and hours of our daily lives. Thus we will pursue excellence, without arrogance.

- **Christ-Centered:** A cohering core value of our guiding vision is a call to faith, a call to be Christ-centered in all that we are and in all that we do. We will seek to build a Christian liberal arts-based community where men and women can be introduced to an understanding and appreciation of God, His creation and grace, and to humanity's place of privilege and responsibility in this world. We will seek to establish all aspects of life and learning on the Word of God, leading to a firm commitment to Christ and His Kingdom. To be a Christ-centered institution calls for us to establish the priority of worship and service in the Christian life while seeking to develop a generation of students who can be agents of reconciliation to a factious church in a hurting and broken



world. This commitment calls for all faculty and staff to integrate Christian faith in all learning and doing, based on the supposition that all truth is God's truth and that there is no contradiction between God's truth made known to us in Holy Scripture and that which is revealed to us through creation and natural revelation.

- **People-Focused:** A third pillar on which we will build our common commitments is the core value of being people-focused. At the heart of our commitment to being people-focused is the visible demonstration of valuing one another. We will give honor to one another through our words and actions, and by committing to each person's success. We therefore jointly commit ourselves to the success of Union University.
- **Future-Directed:** We will seek to maximize the windows of opportunity the Lord has presented to us to the greatest degree that resources allow. All of our resources and efforts must, by God's grace, be maximized to fulfill our common mission. A commitment to being future-directed means we want to have a short-term focus and a long term view. We want to involve ourselves in efforts that prepare us effectively to impact the world of the 21st Century.



## OUR MISSION

Union University provides Christ-centered education that promotes excellence and character development in service to Church and society.

## OUR HISTORY

Union University is an heir of three antebellum Tennessee schools—West Tennessee College and its predecessor, Jackson Male Academy, both located at Jackson, and of Union University, located at Murfreesboro—and it is the inheritor of another college in 1927, Hall-Moody Junior College of Martin, Tennessee.



Jackson Male Academy, founded in 1823 shortly after the opening of West Tennessee for settlement, was chartered by the legislature in 1825, making it the oldest school currently affiliated with Southern Baptist life.

West Tennessee College originated in the mid-1840s when supporters of the Academy secured a

charter for a college and received an endowment from the state to come from the sale of public lands. Under its charter, the property rights and governance of the Jackson Male Academy were vested in the trustees of the College. The College offered three degrees—Bachelor of Arts, Bachelor of Philosophy, and Master of Arts—and had four departments: Moral Philosophy, Languages, Mathematics, and Natural Philosophy and Chemistry. West Tennessee College continued until 1874, when at a time of depressed economic conditions, the trustees offered the College's buildings, grounds, and endowment to Tennessee Baptists in the hopes of attracting a southwestern regional University planned by the state's Baptist leaders. Meanwhile, after years of discussion and the raising of an endowment, the Baptists of Middle Tennessee (there were three separate conventions in Tennessee at that time) in 1848 established Union University at Murfreesboro, near the geographical center of the state. Union University came upon hard times when in 1859 its highly respected president,

Dr. Eaton, died and when during the Civil War its campus was badly damaged. It reopened in 1868 only to close again in 1873, largely because of its financial condition and an epidemic of cholera.

Southwestern Baptist University, the immediate predecessor of the present Union University, originated because of a desire by Tennessee Baptists, who still had a separate convention for each of the state's three Grand Divisions, for greater unification. Education became the core issue around which such unification was promoted. Committees of the three conventions met jointly in Humboldt in 1873 and issued a resolution supporting the establishment of a first-class regional University. An Educational Convention met in Murfreesboro in 1874, and following that a committee was appointed to select a location for the proposed

University. The committee recommended the acceptance of the offer made by the citizens of Jackson to assume ownership of West Tennessee College.



In September 1874, the new institution opened at Jackson as an academy, and in 1875 it was chartered as Southwestern Baptist University. In 1907, Dr. T. T. Eaton, a trustee at Southwestern from its beginning, bequeathed his 6,000 volume library to the college. He was a former professor at Union University at Murfreesboro, where his father, Dr. Joseph H. Eaton, had been president. Shortly thereafter the name of Southwestern Baptist University was changed to Union University to honor the Eatons and others from Union at Murfreesboro who had made a major impact on Southwestern as faculty, administrators, trustees, and contributors. In a further move to unify its educational efforts, the Tennessee Baptist Convention in 1925 secured a new charter which vested all rights, authority, and property of Union University in the Convention, including the election of the University's trustees. Two years later, the Convention was able to consolidate Hall-Moody Junior College at Martin (1900-1927) with Union University. During the 1920s, Union discontinued its graduate program, its Law Department, and its high school and added a bachelor of music degree program.

After a major fire in 1912, several new buildings were constructed, including the centerpiece of the campus for the next 60 years, Barton Hall. In 1948 the Southern Association of Colleges and Schools granted Union University its original accreditation. In 1962, at the request of local physicians, Union developed a nursing program with the assistance of Jackson-Madison County General Hospital.

Because of an aging and landlocked campus, Union, in 1975, moved from near downtown to a new campus located along Highway 45-Bypass in north Jackson. During the administrations of President Robert Craig (1967-85) and President Hyran Barefoot (1987-1996), enrollment increased from less than 1,000 students to over 2,000; the multi-purpose Penick Academic Complex was enlarged several times; many additional housing units were erected; and the Blasingame Academic Complex (1986) and the Hyran E. Barefoot Student Union Building (1994) were constructed. From the early 1950's to the early 1970's, Union operated an Extension Center in the Memphis area. From 1987-95 Union offered the degree completion program leading to the Bachelor of Science in Nursing (RN to BSN track) in Memphis. There were over 300 graduates of this program.

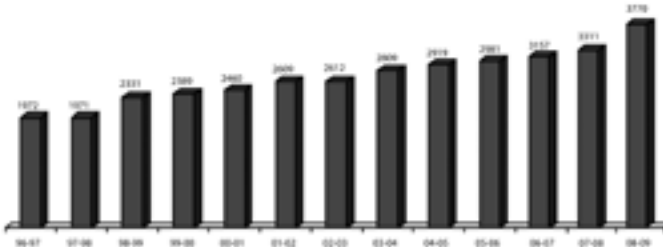
When David S. Dockery was elected as the fifteenth president of Union University in December 1995, he brought with him a compelling vision to build on a great tradition while taking Union to the next level of regional and national prominence in Christian higher education.

The progress that has been made during this time has been remarkable:

- Recorded 95% increase in annual non-duplicating headcount from 1996 (2,200) to 2008 (4,300)
- Accepted significant increases in giving, including ten of the largest commitments in school history
- Instituted three five-year strategic plans
- Completed \$90 million in new campus construction, including 17 residence halls, the Miller Tower, Jennings Hall, Hammons Hall, and Fesmire athletic facilities
- Completed a \$110 million comprehensive capital campaign; renewed commitment to scholarship and research among Union faculty as a part of the establishment of the Center for Faculty Development
- Added new undergraduate majors in political science, physics, theology, digital media studies, church history, ethics, sports management, sports medicine, engineering; and graduate programs in Christian studies (MCS and D.Min.), education (M.Ed., Ed.S., and Ed.D.), nursing (MSN with tracks in education, administration, and nurse anesthesia), and intercultural studies (MAIS)
- Achieved SACS Level V accreditation

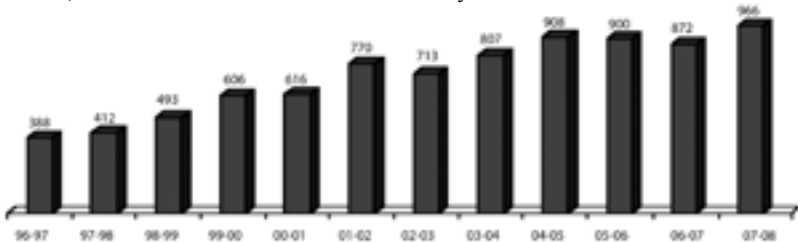
- Added programs in undergraduate research, student mission involvement, and giftedness assessment program for freshman students
- Added an extension campus in the Memphis suburb of Germantown, which now has about 900 students, and an extension campus in the Nashville suburb of Hendersonville
- Established the Carl F.H. Henry Center for Christian Leadership, the Charles Colson Chair for Faith and Culture, and the Stephen Olford Chair of Expository Preaching
- Initiated the highly successful annual Scholarship Banquet
- Achieved top tier recognition in *U.S. News and World Report* and other important listings.

In many respects, Union University is in the strongest position in its history. For example, the University has enjoyed steady enrollment growth for a number of years, as indicated below:



### UNION UNIVERSITY ANNUAL GRADUATION COMPARISON

Another indicator of the University’s health and vitality is the growth in the number of students completing programs at Union. As indicated below, this past year over 900 students graduated from Union, a 135% increase over the 97-98 school year:



### UNION UNIVERSITY ANNUAL FALL ENROLLMENT

Key enrollment and financial indicators are monitored by University officials regularly to determine trends and to provide data for critical decision-making and analysis, including:

Key Enrollment Indicators	1996	2008
Fall Enrollment	1972	3770
Non-duplicating headcount	2183	4300
# of states/countries	31/14	44/20
% of male/female	35/65%	41/59%
% of minority students	5%	23%

## OUR STATEMENT OF FAITH

1. **The Scriptures.** The Scriptures of the Old and New Testament were given by inspiration of God and are the only sufficient, certain and authoritative rule of all saving knowledge, faith, and obedience.
2. **God.** There is but one God, the Maker, Preserver and Ruler of all things, having in and of Himself, all perfections, being infinite in them all; and to Him all creatures owe the highest love, reverence and obedience. He exists eternally in three persons: Father, Son, and Holy Spirit each with distinct personal attributes, but without division of nature, essence or being. God ordains or permits all things that come to pass, and perpetually upholds, directs and governs all creatures and all events; yet so as not to destroy the free will and responsibility of intelligent creatures.
3. **Humankind.** God originally created humankind in His image, and free from sin; but through the temptation of Satan, they transgressed the command of God, and fell from their original righteousness, whereby all humans have inherited a sinful nature that is opposed to God, and are thus under condemnation. As soon as they are capable of moral action, they become actual transgressors.
4. **Jesus Christ.** The second person of the Trinity is the eternal Son of God. In his incarnation, Jesus Christ was conceived by the Holy Spirit and born of the virgin Mary. Jesus perfectly revealed and did the will of God, taking upon Himself human nature, yet without sin. He honored the divine law by His personal obedience, and by His substitutionary death on the cross He made provision for our redemption from sin. He was buried and rose again the third day, and ascended to His Father, at whose right hand He lives to make intercession for His people. He is the only Mediator, the Prophet, Priest and King of the Church, and Sovereign of the universe.
5. **Holy Spirit.** The Holy Spirit is the Spirit of God, fully divine, who exalts Jesus Christ. The Spirit convicts men and women of sin, of righteousness, and judgment, enabling them to understand the truth. He calls men and women to the Savior, and brings about regeneration, which is a renewal of heart and nature.
6. **Salvation.** Salvation involves the redemption of the whole person, and is offered freely to all who believe in Jesus Christ as Lord and Savior; accepting and trusting in Him alone for justification and eternal life. Justification is God's gracious declaration of righteousness of sinners, who believe in Christ, from all sin, through the satisfaction that Christ has made. Believers are also sanctified by God's Word and Spirit dwelling in them. Sanctification is the process of progressing toward moral and spiritual maturity, enabled by the presence and power of the Holy Spirit. Those who are accepted in Christ and sanctified by the Holy Spirit will never totally nor finally fall away from the state of grace, but shall persevere to the end, and be kept by the power of God through faith unto salvation.
7. **The Church.** The Lord Jesus Christ is the Head of the Church, which is composed of all true followers of Christ, and in Him is invested supremely all power for its government. Christians are to associate themselves with local churches; and to each church is given the authority to administer order, to carry out ministry, to worship, and to practice discipline.
8. **Last Things.** The bodies of humans after death return to dust, but their spirits return immediately to God—the righteous to rest with Him; the wicked to be reserved under darkness to the judgment. God in His own time and in His own way, will bring the world to its appropriate end. According to His promise, Jesus Christ will return personally and visibly in glory to the earth. At the last day, the bodies of all the dead, both just and unjust, will be raised. God has appointed a day, when He will judge the world by Jesus Christ, when all people shall receive according to their deeds; the wicked shall go into everlasting punishment; the righteous, into everlasting life.



## STUDENTS' PRIVILEGES AND RESPONSIBILITIES

### INTRODUCTION

Students possess the privileges, responsibilities, and rights of several citizenships, including those of state, federal and municipal governments. Enrollment in Union University presents privileges beyond those available to all citizens at the partial expense of the Tennessee Baptist Convention. These additional privileges come with additional responsibilities.

Students are bound by the policies and community values listed in this student handbook. Any changes to this handbook after printing and before the new academic year will be sent to students via e-announcements and also included as an addendum at <http://www.uu.edu/studentservices/handbook>.

### COMMUNITY RESPONSIBILITY AND ACCOUNTABILITY

At Union University all members of the University community have the responsibility to respond to Values Violations. When in the presence of a Values Violation, the individual has the responsibility to 1) intervene or confront the violation so the behavior stops; and/or 2) immediately leave the area where the violation is occurring and contact appropriate Union University staff members so the violation can be confronted.

The responsibility to abide by and respect the five University community values is held by **all** members of the University community. If members of the community willingly remain in the presence of a values violation without either confronting the violation, or leaving the area immediately and contacting appropriate University staff members, they may be perceived as supporting the values violation and may be subject to sanctions as well. Such support of violations undermines the purpose of the community as an atmosphere conducive to academic and personal growth for its members, and thus the individual present may be subject to sanctions.

### AUTHORITY FOR COMMUNITY EXPECTATIONS

Union University seeks three sources of authority in light of the University mission for the community expectations it places on students.

1. Scripture (What does the Bible say to us about community expectations?)
2. Legal Authority (Local, State and Federal Laws)
3. Baptist Life and Christian Heritage (The life-style issues, roots, and values of evangelical Christians who find their authority in God's word and have stressed the need for a personal, redemptive faith in Jesus Christ.)

It is from these three sources that the five Community Values of Union University are based. As is the case with all communities, reasonable expectations are identified which contribute to the common good of the community. Being a contributing member of a community requires that selfish individualism must give way to what is best for a caring, orderly, and just community. Therefore, five Community Values have been identified that affirm a peaceful, purposeful, and biblical community founded on the moral and ethical integrity of students and faculty. As a community we are committed to the Christian values on which Union University was founded.

### THE FIVE UNION COMMUNITY VALUES ARE:

- I. Worth of the individual (Luke 12:7)
- II. Self-discipline (Galatians 5:22-26)
- III. Academic and personal integrity (Proverbs 12:22)
- IV. Respect for property and the environment (Psalm 24:1, Genesis 2:15, I Cor. 4:2, Exodus 20:15)
- V. Respect for community authority (Romans 13:1, 2)

# UNIVERSITY COMMUNITY VALUES STATEMENTS VALUES VIOLATIONS/MINIMUM SANCTIONS FOR FIRST OFFENSE

## I. WORTH OF THE INDIVIDUAL

We value the intrinsic worth of every individual. Our respect for other individuals includes an appreciation of cultural backgrounds different from our own, an understanding of different attitudes and opinions, and an awareness of the consequences of our actions on the broader community. (Luke 12:7 *“But even the hairs of your head are all counted. Do not be afraid; you are of more value than many sparrows.”*; Galatians 6:1-2 *“Brothers, if someone is caught in a sin, you who are spiritual should restore him gently, but watch yourself, or you also may be tempted. Carry each other’s burdens, and in this way you will fulfill the law of Christ.”* NIV)

1. **PERSONAL ABUSE.** Personal abuse is defined as any behavior that results in harassment, coercion, threat, disrespect and/or intimidation of another person, or any unwanted sexual attention towards another person. This action may include any action or statements that cause damage or threaten the personal and/or psychological well-being of a person. Inappropriate narrative on a personal blog (e.g. Myspace, Facebook) may be considered personal abuse.

Minimum Sanction: University Probation

2. **HAZING.** Hazing in any form is prohibited by Union University and Tennessee Law. This regulation also governs off-campus initiation activities. Hazing is to be interpreted as any activity that endangers the physical safety of a person, produces mental or physical discomfort, causes embarrassment, fright, humiliation or ridicule, or degrades the individual—whether it is intentional or unintentional. It is defined as doing any act or coercing another to do any act of initiation of a student into an organization that causes or creates a substantial risk bringing mental, emotional, or physical harm to a person. Hazing is also any act that injures, degrades, harasses, or disgraces any person. It is understood as any forced or required intentional or negligent action, situation, or activity that recklessly places any person at risk of physical injury, mental distress or personal indignity. All initiation activities are subject to the approval of the Dean of Students. Violators will also be subject to state fines and/or imprisonment.

Minimum Sanction: Fine, Community Service (Organization)

3. **SEXUAL IMPROPRIETY.** Sexual impropriety includes but is not limited to participation in or appearance of engaging in premarital sex, extramarital sex, homosexuality, homosexual activities, or cohabitation on-campus or off-campus. Students may not live with or stay in a hotel room with a non-related peer of the opposite gender, even if the relationship is not sexual. The promotion, advocacy, defense or ongoing practice of a homosexual lifestyle (including same-sex dating behaviors) is also contrary to our community values.

Minimum Sanction: Fine, Community Service hours and Counseling, Residence Life Probation, Parental Notification

4. **PUBLIC DISPLAYS OF AFFECTION.** Participating in inappropriate displays of affection in public areas of the campus.

Minimum Sanction: Reprimand

5. **PORNOGRAPHY.** Pornography is defined as viewing, possession, purchase, or distribution of any pornographic materials in any form (magazines, photos, CD ROM, games, computer games, Web sites, etc.). Computing Services has a complete policy available for the appropriate use of the Internet and the University’s computers, [www.uu.edu/computing/aup.htm](http://www.uu.edu/computing/aup.htm). (Ephesians 5:1-5 *“Be imitators of God, therefore, as dearly loved children and live a life of love, just as Christ loved us and gave himself up for us as a fragrant offering and sacrifice to God. But among you there must not be even a hint of sexual immorality, or of any kind of impurity, or of greed, because these are improper for God’s holy people. Nor should there be obscenity, foolish talk or coarse joking, which are out of place, but rather thanksgiving. For of this you can be sure: No immoral, impure or greedy person—such a man is an idolater—has any inheritance in the kingdom of Christ and of God.”* NIV)

Minimum Sanction: Reprimand and Counseling

## II. SELF-DISCIPLINE

We value personal responsibility and recognize the individual's need for physical, intellectual, spiritual, social, and emotional wholeness. We value the full development of every student in terms of a confident and constructive self image, of a commitment to self-discipline, and of a responsible self-expression. (Galatians 5:22-24 *"But the fruit of the spirit is love, joy, peace, patience, kindness, goodness, faithfulness, gentleness, and self-control. Against such things there is no law. Those who belong to Christ Jesus have crucified the sinful nature with its passions and desires."*NIV)

1. **ALCOHOLIC BEVERAGES.** The possession, use, purchase, or distribution of alcoholic beverages on or off campus is prohibited. The possession of empty alcoholic beverage containers and/or drug paraphernalia on campus (on campus includes all facilities of the University, adjacent parking areas, and fraternity and sorority houses) will be considered strong evidence that alcohol and drug regulations have been violated. Students must leave a situation where alcohol is present or may face possible sanctions even if they are not drinking.

Minimum Sanctions: Due to the complexity of most alcohol situations, minimum sanctions will be determined on a case-by-case basis.

Sanctions may include: Individual: Probation, attend alcohol education program(s) or counseling, fine and community service hours. Organization: Probation of University organization status, fine and community service hours, and parental notification.

2. **USE OR POSSESSION OF ILLEGAL DRUGS.** The purchase, possession, use, or distribution of drug paraphernalia or any substance of abuse is prohibited except under the direction of a licensed physician. A substance of abuse is any form of narcotics, hallucinogenic, sports enhancement or "street drug," alcohol, and any other controlled substances as defined by law. Local law enforcement may be called. If a student is suspected of drug use, he or she may be asked to submit to testing. Refusal or attempts to evade testing will be interpreted as evidence of drug use and will result in disciplinary action. If tests are positive for drug use, the student will be responsible for the cost of the test. Please contact the Assistant Dean of Students for the complete illegal substance testing policy. Union does have a **zero tolerance** policy for drug use or possession.

Minimum Sanctions: Individual: Suspension  
Organization: Suspension of University organization status  
(See sanctions above under number 1.)

3. **GAMBLING.** To play a game for money or other valuable stakes with the hope of gaining something significant beyond the amount an individual pays.

Minimum Sanction: Reprimand

4. **TOBACCO.** Union University is a smoke-free, tobacco-free campus. The use of or possession of tobacco (including, but not limited to, cigarettes, chewing tobacco, etc.) in any form is prohibited everywhere on Union's campus (including student apartments on-campus.) In addition, the University strongly encourages individuals to respect themselves and others enough to abstain from all tobacco use off-campus as well. Smoking cessation classes are available for those wishing to quit an addiction.

Minimum Sanction: Reprimand

5. **CURFEW.** The University sets a 2:00 am curfew for its residents. No students are allowed to enter or leave Campus between 2:00 a.m.—5:30 a.m. without prior approval from their Residence Director. This is for both the safety and security of the campus and resident students. Visitors as well as residents must adhere to curfew hours.

Minimum Sanction: Verbal Warnings (for first 2 curfew violations)  
Reprimand



5. **SETTING A FIRE AND ARSON.** Deliberately lighting a fire.  
Minimum Sanction: Probation and Restitution
6. **POSSESSING FIREARMS, WEAPONS OR FIREWORKS.** This is the possession, whether open or concealed, of any weapon (including, but not limited to paintball guns, slingshots and airsoft guns) that could be used to intimidate, scare, or harm others, or possession of materials used to manufacture bombs, firearms, or weapons.  
Minimum Sanction: Probation and confiscation of firearm, fine, and community service hours  
**Note:** The Office of Safety and Security can store students' hunting firearms and/or archery equipment. Please contact the Director of Safety and Security for complete details and procedures.
7. **TAMPERING WITH FIRE SAFETY EQUIPMENT/INTERCOMS/NETWORK CABINETS.** Tampering with or removing emergency instruction sheets, fire alarms, fire extinguishers, exit signs, computer networking cabinet, or other safety equipment puts others at risk of injury. Tampering with such equipment is strictly prohibited.  
Minimum Sanction: Fines (minimum \$100) and/or Probation
8. **RESPONSIBILITY FOR GUESTS.** Students are held responsible for the conduct of their guests on campus. Overnight visitors staying on campus must sign in at the Commons office before midnight. Failure to sign in guests will result in a fine and possibly guest privileges being removed.  
Minimum Sanction: Reprimand
9. **MISUSE OF UNIVERSITY E-MAIL/NETWORK.** Students are held responsible for abiding by the computer acceptable use policy found at [uu.edu/computing/aup.htm](http://uu.edu/computing/aup.htm).  
Minimum Sanction: Reprimand

## V. RESPECT FOR COMMUNITY AUTHORITY

We value our privileges and responsibilities as members of the University community and as citizens of the community beyond the campus. We value the community standards of conduct expressed in our system of laws and value the fair administration of those laws, including University, municipal, state and federal laws. (Romans 13:1, 2 *"Everyone must submit himself to governing authorities, for there is no authority except that which God has established. The authorities that exist have been established by God. Consequently, he who rebels against the authority is rebelling against what God has instituted, and those who do so will bring judgment on themselves."*NIV)

1. **BREACH OF PEACE.** Breach of peace is any action which disrupts the peace or which endangers or tends to endanger the safety, health, or life of any person. It also includes the disruption of the functional processes of the University by individuals and/or organizations.  
Minimum Sanction: Reprimand
2. **INSUBORDINATION.** Failure to comply with a request, written or verbal, of an authorized University faculty or staff member constitutes insubordination. Failure to comply based on a difference of opinion is not an acceptable response.  
Minimum Sanction: Reprimand and Written Apology
3. **CREATING A NUISANCE WITH NOISE.** Talking, yelling, singing, playing a musical instrument, electronic device, etc., loud enough to disturb other members of the University community is strictly prohibited.  
Minimum Sanction: Reprimand
4. **RECKLESS BEHAVIOR.** Any behavior which creates a risk of danger to one's self or others in the University community is strictly prohibited. This includes but is not limited to propping exterior doors ajar in the Residence Commons, throwing/launching/setting fire to objects, and disclosing or giving Residence Complex access to unauthorized persons.  
Minimum Sanction: Probation

5. VIOLATING RESIDENCE COMPLEX VISITATION GUIDELINES. This violation occurs when one is present or has been present in any non-public area of the Residence Complexes with a member of the opposite sex. Students are not permitted to visit the rooms or apartments of students of the opposite sex. The only exception to this is during dates set apart for open visitation by the Dean of Students.

Minimum Sanction: Reprimand

6. VIOLATION OF ANY RESIDENCE COMPLEX REGULATION as outlined in the *Campus Life Handbook*.

Minimum Sanction: Reprimand

7. BREAKING A CITY, STATE OR FEDERAL LAW. All students are required to abide by the laws of the local, state, national and international governments and are subject to judicial action at the hands of the University and/or law enforcement agencies. Formal charges, complaints or indictments by government entities are not prerequisite for University action under this section.

Minimum Sanctions: Correspond to the degree of the seriousness of the law violated

8. DANCING. Union University prohibits dancing at any Union University sponsored event held on campus.

Minimum Sanction: Reprimand



*Photo by Morris Abernathy*

*First Lady Lanese Dockery chats with Ashley Diehm and Heather Childers at the President's Reception.*

## VALUES VIOLATION SANCTIONS

The type of behavior deemed to violate these values is determined under the sole discretion of the University. This would include behavior deemed inconsistent with our understanding of Christian values. A student engaged in this behavior is subject to one or more of the Values Violation Sanctions listed below. All sanctions are evaluated in light of past disciplinary records. Values violations that occur before or between semesters may also be subject to disciplinary action at the University. (Hebrews 12:11 "No discipline seems pleasant at the time, but painful. Later on, however, it produces a harvest of righteousness and peace for those who have been trained by it." NIV).

**Reprimand**—Official warning that continuation or repetition of an inappropriate behavior will result in a more severe sanction. This sanction includes a conversation with the student about the inappropriateness of the behavior as well as how to make wiser choices in the future.

**Fine**—Financial consequence corresponding to the violation.

**Community Service**—This sanction requires the student to render a designated number of hours as specified service to the University or community.

**Written Assignment**—Personal reflection paper as assigned by the judicial officer.

**Loss of Privilege**—This sanction prohibits the student from participation in specific University activities. (Restriction from social activities, shortened curfew, etc.).

**Parental Notification**—A call and/or letter to the student's parent(s) or guardian regarding the violation.

**Restitution**—Requirement to reimburse or otherwise compensate another for damage or loss of property resulting from a student's misconduct or a fine set in relation to the offense.

**Residence Life Probation**—Formal written warning that the student's conduct is in violation of University policies. The continued status of the student as a resident student depends on the maintenance of satisfactory citizenship during the period of probation. Any student who is on Residence Life probation will remain on probation for one full semester clear of any violation of Community Values and Expectations. Students on probationary status may not hold student leadership or officer positions, for example: SGA, SAC, Life Group Leaders, Focus Leaders, Resident Advisors, Resident Staff Advisors, Fraternity/Sorority officers, and any other leadership position on campus. Students on probationary status may not participate in intramurals until they have been removed from probationary status.

**University Probation**—Formal written warning that the student's conduct is in violation of University policies and his/her status as a student is in jeopardy placing them out of good standing with the University. The continued enrollment of the student depends on the maintenance of satisfactory citizenship during the period of probation. Students on probationary status may not hold student leadership or officer positions, for example: University Athletics, SGA, SAC, Life Group Leaders, Focus Leaders, Resident Advisors, Resident Staff Advisors, Fraternity/Sorority officers, and any other leadership positions on campus. Students on probationary status may not participate in intramurals until they have been removed from probationary status.

**Institutional Scholarships Probation**—Formal written warning that the student's conduct is in violation of University policies and his/her University funds (scholarships) are in jeopardy of being removed for not less than one semester. Continued benefit from University funds (scholarships) depends on the maintenance of satisfactory citizenship during the period of Institutional Scholarships Probation.

**Institutional Scholarships Suspension**—Termination or reduction of institutional or athletic scholarships and aid for not less than one semester, including institutional aid given in the current semester.

**Residence Life Suspension**—Exclusion from living in or visiting University residence complexes for a stated period of time during which the student's presence in any Union residence complex is prohibited without prior permission from the Director of Residence Life. No residence life refund will be given.

**Immediate Suspension**—In the event a student's actions on- or off-campus show that the student's continued presence constitutes a danger to property, others or themselves, the student may be placed on immediate suspension until a campus hearing can be arranged. A student on interim suspension will be restricted from the campus or from a particular program, activity or building.

**University Suspension**—Termination of student status at the University for not less than the remainder of the semester during which time the student's presence on Union University campus is prohibited without permission of the Dean of Students. Tuition may be refunded on a pro-rated basis, according to the University *Catalogue*. Students who reapply and are allowed to return to Union following a University suspension will enter on probationary status and may be ineligible for University funds for not less than one semester.

**Expulsion**—Termination of student status at the University permanently for an indefinite period of time. No residence life refund will be given.



*Photo by Kristi McMurry*

*Josephine Owino cuts down a piece of the net at Oman Arena after winning the 2009 NALA championship.*

## **VALUES VIOLATIONS AND THE JUDICIAL PROCESS**

### **THE JUDICIAL PROCESS**

The purpose of the Values Violation Process is to give fundamental fairness and consistency to a student who has possibly violated a Union University Value. A student who has been charged with a values violation and thus alleged to be involved in an inappropriate behavior will be granted these rights in the judicial process.

- A. Any student, faculty, staff, parent or guest may present an oral or written report (incident report form) of the facts as they know them regarding the alleged violation.
- B. This report is referred to the Assistant Dean of Students or a Residence Director. If there is substantial evidence to support the alleged violation, he/she will arrange a meeting with the student. In the case of allegations of academic dishonesty, the faculty member, chair and/or Dean of the school will arrange a meeting with the student.
- C. The student will receive written or verbal notification from the Assistant Dean of Students or Residence Director that there is an alleged judicial violation and meeting. Failure by the student to appear for a scheduled meeting of which he/she had been officially notified will necessitate a decision be made by the University without the student's input. A summons to a judicial meeting takes precedence over any University class or activity.
- D. After the meeting takes place, the degree of involvement will be established and a sanction will be given.
- E. The student will receive written notification of the outcome of the judicial meeting listing any assigned sanctions. Faculty advisors will be copied on all judicial letters.
- F. Any student has the right to appeal the decision of any disciplinary meeting if the student believes the treatment received was unjust, all the facts in the situation were not taken into consideration or the action taken was too severe for the behavior involved.
- G. Registration for subsequent terms or the conferral of academic degrees may be withheld and a student who may be in a position of leadership will be asked to temporarily step down from that position until the resolution of allegations of values violations has been resolved.

### **STUDENTS' RIGHTS**

- A. Procedures. The student will be informed verbally or in writing of the judicial process. Access to the judicial process is detailed in the *Campus Life Handbook* given to all students.
- B. Meeting. Depending on the type of violation, the student will be heard by the Residence Director, Director of Residence Life, Assistant Dean of Students, or faculty member, Chair or Academic Dean (academic dishonesty). The student may request a meeting before the

faculty/student judicial committee. Depending on the nature of the violation, appeals will be considered by the Assistant Dean of Students, Faculty/Student Judicial Committee, Dean of Students, Academic Dean of the School or college, or Provost. The procedure for addressing academic violations is found in the “Grievance Procedure” section of the handbook.

- C. Evidence. The student will be informed of all the evidence connecting him/her to the alleged values violation.
- D. Testimony. The student may offer personal testimony, decline to testify against oneself or bring personal witnesses to the meeting.
- E. Counsel. The student may bring one Union University faculty, staff or student to the meeting in the role of friend, advisor, and counselor.

## **THE APPEAL PROCESS**

The University offers an Appeal Process to all students who feel the facts surrounding their judicial meeting merit an appeal.

- 1. The student must fill out an Appeal Form available in the Dean of Students’ Office. This must be completed and returned within 48 hours after receiving notice of disciplinary sanctions.
- 2. The student may appeal a decision based on one of the following reasons:
  - a. The treatment received was unjust.
  - b. All the facts in the situation were not considered.
  - c. The action taken was too severe for the behavior involved.
  - d. The Student did not receive due process as outlined in the *Campus Life Handbook*.
- 3. The Appeal Form must be complete and detailed. Students are not guaranteed an interview with the judicial council hearing the appeal. All judgments on an appeal may be made solely on the information written in the appeal. This information must be directly related to one of the three reasons above. This information must also be typed and stapled to the Appeal Form.
- 4. The student will be provided an official written notification detailing the decision to accept or deny the appeal.
- 5. The Grade appeal process is listed in detail on page 36.

## **READMITTANCE AFTER EXPULSION**

Any student once having been admitted to Union University and then missing one or more semesters for judicial reasons (Fall or Spring) must be re-admitted by the following process:

- 1. Complete a new application (fee is not required).
- 2. Clear all previous academic, social, and financial obligations. This includes written permission from the Dean of Students for readmittance.
- 3. Submit official transcripts from any undergraduate institutions attended since leaving Union.
- 4. Submit a student transfer form from the last institution attended if it was a college other than Union.

## **READMITTANCE AFTER SUSPENSION FROM A RESIDENCE COMPLEX**

Any student having been suspended for one or more semesters for judicial reasons must be readmitted by the following process:

- 1. Submit a \$100 housing deposit.
- 2. Interview with the Director of Residence Life and obtain written permission for re-admittance. (Readmittance will be at the discretion of the Director of Residence Life and/or Dean of Students).
- 3. If the student is permitted to move back into the residence complex they will be readmitted at a Residence Complex Probationary status and will remain at that status until they have remained clear of any violations of Community Values for one full semester.

## **COMMUNITY SUPPORT AND REDEMPTIVE DISCIPLINE**

From a Biblical perspective, all discipline is redemptive in nature, seeking to reconcile the individual to God and to his/her neighbor. To assist in accomplishing this, Union attempts to model the Biblical ideal of redemptive discipline outlined in Matthew 18:15-18, James 5:19-20 and Galatians 6:1-2. Like a pyramid, most situations can be confronted and dealt with initially at the lowest level, student to student. If the problem is not resolved, it rises to the next level. As you rise up the pyramid, the options for disciplinary action are more limited. The goal is to resolve as many situations as possible involving as few people as possible. By doing so, relationships and individuals can be restored to the glory of God.

## **SEEKING TO CHANGE**

Each student should be aware of his/her own behavior and the positive or negative effects that behavior can have on the community. If a student knows their behavior is outside the limits established by the University and sincerely wishes to get assistance in order to change that behavior prior to the University discovering the inappropriate behavior, the student may take the initiative to discuss this with a Resident Advisor, Residence Director, the Director of Counseling Services, the Director of Residence Life, or the Dean of Students without the threat of disciplinary action. This kind of problem is defined as a “personal problem,” and the staff member will seek to work with the student toward the goal of restoration (Proverbs 27:5,6). Exceptions to this approach may be where behavior is repetitive, self-destructive, hazardous to others or self or involves a significant legal issue.



*Photo by Kyle Kurlick*

*Matt Taylor tries to get a kite up in the air during May Day out on the great lawn by Miller Tower.*

## **CAMPUS SERVICES AND ACTIVITIES**

### **ACADEMIC POLICIES/PROCEDURES**

A significant part of the student's life at the University is spent in the classroom with objectives to acquire knowledge and to develop wisdom and to learn ways of applying them as Christian professionals.

Detailed information on academic requirements will be found in the Union University Catalogue at [www.uu.edu/catalogue](http://www.uu.edu/catalogue).

### **ACADEMIC RESOURCES AND INFORMATION SERVICES**

#### **EMMA WATERS SUMMAR LIBRARY**

##### **Our Vision**

The Christian academic library is hallowed ground upon which to seek the reality of God's truth in all fields of knowledge. It is there that all the seemingly disconnected disciplines find touch-points of common understanding through the best literature of the Christian intellectual tradition. It is there that the learning community finds the support and encouragement of others who are enjoying the adventure of life-long learning.

## **Our Mission**

The Emma Waters Summar Library is the central academic commons for Union University. The library staff aspires to provide for the University excellent service, a broad and current resource collection, and a learning environment reflective of the finest Christian intellectual traditions.

## **Some Current Numbers**

A collection of more than 153,000 books  
Subscriptions to over 725 current periodicals  
Access to over 24,000 online serial publications  
A collection of over 5,800 videos  
Seating for up to 355 students  
A collection of over 6,500 musical recordings  
Access to over 42,800 e-books  
44 student computer workstations

## **Our Services**

Reference and referral service  
In-depth research assistance  
Personalized training in research methods  
Class integrated instructional sessions  
Group and individual study spaces  
Interlibrary loan service  
Copy & Fax Service

## **Your link to the World's Best Knowledge**

The Summar library webpage at ([www.uu.edu/library](http://www.uu.edu/library)) offers a portal for accessing both the traditional and contemporary worlds of knowledge. We offer the student the opportunity to explore the best literature through a well-selected collection of books, periodicals, and media materials which are all searchable through our online catalog. In addition, searchable databases provide access to many full-text electronic journals and e-books. All this and a friendly caring staff committed to helping you satisfy your hunger to learn.

## **ACTIVITIES CENTER**

The E.T. "Rocky" Palmer Student Educational Activities Complex is a 27,000 square foot facility which serves as the center for student activities, P.E.W.S. department classes, and intramurals.

Housed in the Complex are two racquetball courts, a gym with four basketball goals, and a 25 meter swimming pool.

This facility provides a variety of recreational and educational activities for students, faculty, and staff. An authorized Dawg Tag is required for all users of the Complex facilities.

## **ADMISSIONS AND RECRUITMENT**

Union University, through the Office of Undergraduate Admissions, seeks to recruit and admit students of qualified preparation and good character. Union is primarily an undergraduate residential institution and seeks to enroll students who desire the educational and Christian life experiences that are offered here and are explained in the mission statement, guiding principles, and goals of the University. Please refer to our webpage ([www.uu.edu/admissions](http://www.uu.edu/admissions)) or call 731-661-5100 for assistance.

## **AIRPORT TRANSPORTATION**

The University does not provide transportation to the McKellar-Sipes (Jackson) airport or the Nashville Airport. The Office of Student Life can help arrange transportation to the Memphis airport for a cost of \$75.00 per ride. (If more than one person needs a ride, they can split that cost.) Reservations are required one week in advance. Students are encouraged to first utilize the "Union Ride Board" group located on Facebook.

## **AQUATIC CENTER**

- The 25 meter, heated pool ranges from 4 feet in the shallow end to 12 feet in the deep end.
- The pool is handicap accessible and includes 2 diving boards, 1 basketball hoop and certified lifeguard supervision.
- The facilities are complete with bathrooms, locker rooms, and showers.
- Whether you enjoy swimming laps, water aerobics or just playing with the kids, the Aquatic Center has opportunities for you.

You may call our Aquatic Center Hotline after 9 am, Monday – Friday, to find out the exact pool temperature for that particular day. An authorized Dawg Tag is required for all users of the complex facilities. Aquatic Center Hotline: 661-5150

## **BAREFOOTS JOE**

Barefoots Joe, on-campus coffee house and venue, is located in the Student Union Building. Barefoots seeks to offer a place for relational and cultural engagement, and invites you to take time to hang out with friends, study, view art exhibits, or hear live music during the year. Coffee Shop: 731-661-5019.

## **BASKETBALL COURT (OUTDOOR)**

The Class of 2002 outdoor basketball court is available to all students, faculty, or staff. Basketballs may be checked out from McAfee Commons or the Wellness Center. Shirts must be worn during play.

## **BOOKSTORE**

The University Bookstore is operated by LifeWay Christian Stores as a service facility provided for its family of students, faculty, and staff. LifeWay Christian Stores makes available required textbooks, school supplies, Bibles, general books, music, gifts, and clothing.

### **Textbook Prices**

Because the prices of elementary and high school textbooks were absorbed in the total tax dollars one's parents paid, assuming personal responsibility for textbooks is a new experience for most students. Students discover, as thousands of University students have discovered, that textbooks are expensive. They are expensive because they are costly to write, publish, ship and sell, and because the ever growing body of knowledge in our day gives most textbooks a shortened period of usability. Nevertheless, the textbook investment will represent less than 2% of the total cost of one's education.

### **Used Books**

In order to stretch textbook dollars, the Bookstore attempts to have available used copies of current texts whenever possible. These are purchased from students and used-book companies. Books may be sold back to the Bookstore again at one-half price, provided it is being used by the professor for the next term and book quantities for the class have not been filled. Books that are not being used in future terms will have a value determined by our wholesaler. In order to sell books back to the bookstore, students must show their student I.D.

### **Book-Buy, Lost or Stolen Books**

The bookstore does not assume responsibility for lost or stolen books. A Stolen Book Report may be completed in the bookstore for use by the management at book buy-back time.

### **Refunds**

Textbooks may be returned for full credit within 7 calendar days from the first day of class for all terms. In order to return a textbook, you must have a valid receipt of purchase, and books must be in the same condition as they were when purchased. New textbooks must be without marks and shrink-wrapped books must be unopened.

### **Online Ordering**

Textbooks can be ordered through our website at [www.lifewayatunion.bkstr.com](http://www.lifewayatunion.bkstr.com). This website provides textbooks along with clothing.

## **CAMPUS LEADERSHIP**

Because of academic responsibilities and the duties associated with campus leadership roles, no student with less than 2.5 grade point average may serve as a Student Government Association officer or as an officer for a campus organization. In addition, he or she must be in academic and judicial good standing with the University.

## **CAREER SERVICES**

The Career Services staff assists students needing guidance in defining their academic major/career goals and encourages all students to begin career planning in the freshman year. The Career Services Resource Center includes a variety of resources to assist students in relating academic pursuits, personal interests, skills, and values to their career plans. The department also maintains a web site for full-time and part-time off campus employment and internships as well as events sponsored by Career Services. As an added feature, the department provides an online résumé database whereby students can upload their résumés for review by employers seeking to fill professional positions. Finally, personality testing, career development workshops, interview skills training, and career counseling are offered as a holistic approach to career development in order to assist students with preparation for their life calling and career success. For more information about the Career Services department, visit the Career Services web site located at [www.uu.edu/student-services/careerservices](http://www.uu.edu/student-services/careerservices).

## **CELL PHONES**

The University strives to provide a positive learning environment for all students. Cell phones disrupt classes and quiet places of study. We ask your cooperation in doing the following:

- turn off or keep your cell phones on silent in the classroom and chapel
- remove phone conversations from quiet places (e.g., library and computer labs)

## **CHANGE OF ADDRESS/NAME**

Students are responsible for reporting any change of name, or home/school address to Union Station or the Academic Center. Change of name requires proof by Social Security Card or passport.

## **CHAPEL**

Chapel is a time when the University community gathers for a shared learning and growing experience within the context of corporate worship. Chapels are designed to provide spiritual encouragement, moral guidance and intellectual challenge. A chapel calendar is available through the office of Campus Ministries.

### **Purpose and Philosophy**

The chapel program is an integral part of the life of the University. It is the central and focal event of the University as a whole and serves as a time for the entire Union community to express its common commitment to Jesus Christ through corporate worship. The purpose of Chapel at Union University is to worship and glorify God while building community and informing in the areas of faith, living and learning.

Along with exposure to a variety of worship styles and traditions, Chapel brings top quality preachers to campus, as well as Christian speakers from the marketplace who share the opportunities and necessity of active Christian leadership in all sectors of society. Thus, during the semester, Chapel speakers may include preachers and leaders of service ministries, as well as those who speak from a Christ-centered perspective on education, the arts, business, government, science, the family, and various complex contemporary issues. While Chapel is most often structured as a worship service, the purpose of Chapel is somewhat different from the systematic spiritual development students receive from their local church. And thus, Chapel is purposefully designed never to take the place of a local church in a student's life.

## Participation

Students' attendance in chapel is required because, within our Christian framework, we believe that all teaching of truth must be built on a foundation of God's truth. Thus, in the same way we require students to study the truth of physical science, the arts, and literature, there is no contradiction in requiring students to study God's truth. As the study of chemistry cannot be completed from a textbook alone, the study of God's truth also needs a "laboratory" for experiencing and understanding, for it is not enough to study the Bible without having exposure to the worship of God and an opportunity to understand the relationship offered to us in Christ.

Chapel is held every Wednesday and Friday at 10:00 a.m. All students who are not exempt from Chapel or have approved chapel reductions are required to attend a minimum of fourteen (14) sessions each semester they are enrolled at Union. Reductions and exemptions from the chapel requirement are available only for the following students when accompanied by supporting documentation:

- a) enrolled in less than twelve (12) hours
- b) over 24 years of age
- c) enrolled only in Tuesday/Thursday classes
- d) fulfilling a required student teaching assignment
- e) internship
- f) education observation
- g) nursing clinicals

Applications for chapel exemptions are submitted to Phyllis Davenport, Chapel Facilitator (located in the Office of Safety and Security across from the Lexington Inn) and are valid for one semester only. This means exempt students must submit and verify exemptions on a semester-by-semester basis. Chapel exemption forms are due by September 20 for the fall semester and February 20 for the spring semester.

Students who have been enrolled at Union for six consecutive semesters and have fulfilled chapel participation requirements are not required to attend chapel during their final two semesters their senior year, but must submit a request for chapel exemption.

Students who do not attend 14 chapels per semester will be placed on chapel probation. Students on chapel probation will be expected to attend 14 chapels during the next semester **as well as** the balance of chapels they missed the semester prior. Students who are on chapel probation for more than two semesters may face suspension from the University for one semester.

Decisions regarding chapel exemptions and suspensions will be made by the Chapel Liaison committee composed of faculty and staff under the leadership of the Dean of the Chapel and the Assistant Dean of Students.

## CHECK CASHING

Union Station will cash checks for up to \$50 during regular office hours. A service charge of \$10 will be assessed on all returned checks. An ATM is located in the SUB Building.

## COMPUTING SERVICES

Computer labs are available exclusively to current Union students, faculty, and staff at no charge. Approximately 300 microcomputers are located on the Jackson campus for student access, of which 78 are housed in three large labs used in varying amounts for classes. Wireless Internet access is also available in most campus buildings. Sixty-three computers are available at the Germantown campus. All labs are scheduled for classes on a day-to-day or entire-semester basis. Class reservations for the following week are posted near all lab doors and in labs on Friday afternoon so that you may plan your work schedule accordingly. All labs are closed for official school holidays and for required chapel sessions. Call 731-661-5400 to find out about lab availability in Jackson or 901-759-0029, ext 126 for Germantown labs. It is University policy that only students registered for the class meeting in the lab are allowed to use the equipment in the lab at that time. Student Lab Assistants are available at the Jackson Help Desk during open lab hours. They can assist you in solving problems with the hardware or software. Students are expected to use their discretion in selecting sites to access on the Internet, avoiding sites that might be considered objectionable by others. The University's Acceptable Use Policy can be found at [www.uu.edu/computing/aup.htm](http://www.uu.edu/computing/aup.htm). Your Union-provided e-mail account is considered an official means of University communication.

## **CONFIDENTIALITY OF STUDENT RECORDS**

### **FERPA—Family Educational Rights and Privacy Act**

Congress approved and the President has signed into law the Family Educational Rights and Privacy Act of 1974. The objective of the Act is to provide students and parents greater access to and control over information contained in educational records. The law stipulates the institution is responsible for making its students aware of the law and its ramifications.

**Definition of Student**—A student is one currently enrolled or who has previously been enrolled.

**Definition of Record**—Within 45 days of receiving a request, colleges must allow students to inspect their “educational records” which include records, files, documents, and other materials which contain information directly related to a single student and are maintained by the University.

**Financial Forms and Confidential Letters**—Students are not guaranteed access to financial information furnished in the past or future by their parents, nor to confidential letters of evaluation filed prior to January 1, 1975. As to letters received after 1975, the law allows the student to waive his/her right of access if the letters have to do with admission, employment or honors, if the letters are used only for those purposes and if the student is told, on his/her request, the names of all letter writers. No student or applicant may be required to execute a waiver, but an unsuccessful applicant, waiver or no, has no right to inspect all or any of the file accumulated in his/her case.

**What is not a record**—FERPA II defines certain other material as falling outside the definition of “education records” and not (by Federal Law) open to inspection by parents or students. Such materials are: a) the records about students made by teachers and administrators for their own use and not shown to others; b) campus police records, under certain circumstances; c) employment records for college employees who are not current students; d) records about college students or those over 17 years old “created or maintained by a physician, psychiatrist, psychologist, or other recognized professional or paraprofessional” acting or assisting in such capacity, for treatment purposes, and which are available only to persons providing such treatment.

### **What Kinds of Information About a Student May be Released, to Whom, and Under What Conditions?**

**Directory Information**—Information which may be unconditionally released to the world, without consent of the student, unless the student has specifically asked that his/her prior consent be obtained. “Directory Information” includes a student’s name, campus and home address, telephone listing, date and place of birth, major field of study, photograph, e-mail address, participation in officially recognized activities and sports, weight and height of athletes, dates of attendance, degrees and awards received, and the most previous educational institution attended by the student.

**Access Without Student Consent**—FERPA II expands the list of people who may have access to a student’s actual record (or to receive personally identifiable information contained therein) without a student’s consent.

Teachers, administrators and the like (in the same institution) may look at the record if they have a “legitimate educational interest.”

Colleges may transfer information: a) to other educational institutions in which the student intends “or seeks” (new) to enroll (though the students must be given a copy of the record, if he wishes, and an opportunity to challenge it); b) to enumerated public officials (like the Comptroller General of the United States); and c) “in connection with a student’s application for, or receipt of, financial aid.”

Five new categories of recipients are: 1) state and local officials to whom state law in effect on November 19, 1974, required information to be reported. This presumably was added in recognition of the common statutory requirement that certain kinds of infectious diseases, gunshot wounds, and the like be reported to public authorities; 2) organizations like ETS and CEEB in

connection with “developing, validating, or administering predictive tests, administering student aid programs, and improving instruction,” but such organizations must not show the personally identifiable information to outsiders and must ultimately destroy it; 3) “accrediting organizations in order to carry out their accrediting functions,”; 4) parents of a student who is a dependent for income tax purposes (the HEW regulations, when issued, should make clear when a college may reasonably assume that a student is an income tax dependent; 5) “appropriate persons” in the case of health and safety emergencies, with the details left for enunciation in NEW regulations.

Other than in the exceptions just listed, or in the case of directory information or in responding to judicial process, a college may not release “personally identifiable information in educational records” or allow anyone else access to those records, unless the student has given his/her written consent “specifying records to be released, the reasons for such release, and to whom,” and a copy of the released records is furnished the student.

**Judicial Process**—If the college is responding to a court order or subpoena, it is under no requirement to give a student a copy of the materials furnished, but it must notify him “of all such orders or subpoena in advance of compliance therewith.” It is to be presumed that the HEW regulations will require only reasonable notification efforts by a college before the due date of a subpoena.

**Release of Information**—All grades are reported to the student through WebAdvisor, the secure campus information system. Likewise, if a student does not want “Directory Information” released, he/she should contact the Registrar’s Office and fill out the necessary form. After contacting the Registrar’s office, residential students should also notify their Residence Director.

**Custodians of Records**—Student records at Union are found in the Office of Student Life and in the Registrar’s Office. If a student wishes to examine their records in either of these offices, they should make an appointment to do so.

If a student wishes any organization to which they belong, such as a fraternity or sorority, to have access to their grades, it is necessary for them to sign a release to this effect in the Registrar’s Office.

If further information is needed concerning the Family Educational Rights and Privacy Act, please feel free to come by the Office of Student Life or the Registrar’s Office for assistance.

The University reserves the right to withhold transcripts in cases of delinquent accounts.

### **Types of Administrative Records**

There are a number of offices on campus where student records are housed. All records pertaining to academic information such as grades, transcripts, etc., are housed in the Registrar’s Office. The official personal file is housed in the Residence Life Office in the Office of Student Life. Letters of recommendation, personal letters, judicial information, and a running account of the students’ life at Union University are contained in these files. All health forms and medical records are housed in the Health Services Office. Information of a counseling and guidance nature are housed in the Counseling Services Office. Students receiving financial aid have a file which is housed in the Financial Aid Office. Information concerning each student’s financial account with the University is housed in the Business Services Office.

## **COUNSELING SERVICES**

Counseling services are readily available for any student needing assistance with personal, emotional, relational, or psychological concerns. Services are also available to help students with study skills. The full-time services of a counselor are provided on the main campus at no charge to students. Referrals to meet special needs for which the student intends to assume financial responsibility can also be made by the Director of Counseling Services and the Dean of Students or Assistant Dean of Students. All counseling situations are held in strict confidence. Students at the Germantown campus should contact Teresa Hataway, Assistant Registrar, for referral to the service provider under contract in that area. Please consult the Counseling Services website for more information and “screening” surveys for anxiety, depression, Attention Deficit Disorder, or eating disorders—[www.uu.edu/student-services/counseling/](http://www.uu.edu/student-services/counseling/).

## **DINING SERVICES (STUDENT DINING HALL AND LEXINGTON INN)**

Dining facilities are located in the Student Union Building and are under the management of ARAMARK. 20 meals per week are served.

Union University offers Block Meal Plans which give students a certain number of meals to use throughout the entire semester in the Student Dining Hall or The Lexington Inn. During fall and spring semesters, residential students living in an apartment with a kitchen will be automatically assigned a 100 Block Meal Plan. Commuters who wish to purchase a meal plan may go by Union Station and sign-up for a 50 Block Meal Plan.

During four-week terms (January, June, and July), residential students will be automatically assigned a 25 Block Meal Plan. Commuters who wish to purchase a meal plan may go by Union Station and sign-up for 15 Block Meal Plan.

These Block Meal Plans give students all of their meals at the beginning of the semester. If a student does not use all of their meals before the end of that semester, any unused meals zero out and are not rolled over to the next semester. If a student does use all of their meals before the end of the semester and needs more meals, that student may simply go by Union Station to sign up for a supplemental smaller 10 Block Meal Plan to use until the end of that specific semester.

### Fall and Spring Semesters

100 Block Meal Plan - \$795 per semester (assigned to all residential students)

150 Block Meal Plan - \$1,190 per semester

250 Block Meal Plan - \$1,985 per semester

Commuter 50 Block Meal Plan - \$400

Supplemental 10 Block Meal Plan - \$79.50

### Winter and Summer Terms (January, June, July)

25 Block Meal Plan - \$200 per term (for all residential students)

45 Block Meal Plan - \$360 per term

65 Block Meal Plan - \$525 per term

Commuter 15 Block Meal Plan - \$120

Meal plan changes during J-term/summer classes must be made before classes begin. Commuters may email Tina Giddens ([tgiddens@uu.edu](mailto:tgiddens@uu.edu)) in the Business Office to purchase a 50 Block Meal Plan for \$400. Individual meals may also be purchased at the door.

The Business Office will charge each residential student for a meal plan and notify ARAMARK of the type of meal plan purchased. Each student's Dawg Tag serves as his or her meal ticket. The Dawg Tag must be shown to the cashier at each meal. Loss of a Dawg Tag should be reported to the Office of Safety and Security. Cards are designed to serve only the person to whom the card is assigned and are not transferable. The sharing of cards is not permitted; however, it does provide the flexibility to bring up to 10 guests per student per visit. This is for dining inside the Student Dining Hall or the Lexington Inn. To-go boxes are provided as needed to students; however, a student may swipe for a maximum of five to-go boxes per visit. Any guest list longer than 10 (or special situations) must be approved by the Food Services Director ([little\\_michele@aramark.com](mailto:little_michele@aramark.com)) 48 hours in advance.

## **DIRECTORY INFORMATION**

Directory information (student's name, address including e-mail address, telephone number, date and place of birth, photograph, academic major, class schedule, dates of attendance, degrees and awards received, and most recent previous educational institution attended) may be made public by the University unless a student requests in writing to the Academic Center that it be released only upon his/her consent.

## **DISABILITY SERVICES**

Most facilities on campus are accessible to students with disabilities. When barriers do exist, special arrangements are made to schedule classes or other activities in accessible locations. Housing units designed for persons having a physical disability are available in each of the three residence complexes.

Students should address questions or comments regarding services to accommodate their disability or academic accommodations to the Registrar or the Director of Counseling Services. Please consult the Counseling Services website for more information—[www.uu.edu/studentservices/counseling/](http://www.uu.edu/studentservices/counseling/).

Any student who feels that accommodations are not being fully met should contact the Director of Counseling Services.

## **DRESS CODE**

Union students are expected to maintain a standard of dress which ensures neatness, cleanliness, and appropriateness of attire. In their dress, as in their behavior, they are expected to reflect the marks of educated and mature Christian persons.

Appropriateness of attire is determined by time, place, and occasion. While certain types of dress or apparel may be appropriate for one occasion, they may not be appropriate for regular wear around the University. Excesses which tend toward immodesty, indiscretion, or indecency are unacceptable.

Bike shorts, strapless tops, bare midriffs, “backless” shirts, and cut-off shirts and shorts are inappropriate for public areas and are not permitted.

Slogans, pictures and advertisements displayed on hats and clothing shall be in keeping with the University’s philosophy. No suggestive or derogatory phrases or pictures are permitted, and no alcoholic beverage advertisements are to be worn.

Footwear is required on the campus grounds with the exception of the playing areas immediately adjacent to the residence complexes and the athletic fields. Footwear is required in the Academic Buildings, and the Student Union Building.

Caps and hats are inappropriate for wear in chapel and the classroom.

## **EMERGENCY NOTIFICATION SYSTEM**

Union University has an emergency notification system that is available to all students, faculty, staff and parents on our Germantown, Jackson, and Olford Center campuses. This system is voluntary, but students, faculty, staff and parents are strongly encouraged to register to receive text messages on their cell phones in the event of a campus wide emergency, security and/or severe weather threat. Text messaging, Union e-mail, and the UU website are the best sources for information. TV stations may not be notified.

Registration for this system may be found at [www.uu.edu/alerts](http://www.uu.edu/alerts). After arriving at the site, students, faculty, or staff will be asked for their Groupwise/Webadvisor username and password. Then, they will enter their name, Union ID number (ID required for students, ID not required for faculty and staff), e-mail, cell phone number and carrier information. Once registered, you may opt to be removed from the system at any time. More information about this program and frequently asked questions may also be obtained at [www.uu.edu/uualerts](http://www.uu.edu/uualerts).

## **EMOTIONAL STABILITY OF STUDENTS**

The Dean of Students reserves the right to contact parents or guardians in situations where a student’s behavior indicates he or she is not in control of his/her behavior or emotions. A student who is self-mutilating, or is actively or passively placing themselves or others at physical or emotional risk may be removed from campus until arrangements can be made for a safe return to campus. Additionally, the Dean of Students reserves the right to make decisions regarding the feasibility of the continued enrollment of emotionally unstable students. Students who have withdrawn for medical reasons (including psychiatric or psychological care) may be required to provide documentation that the medical condition has been adequately treated and that any necessary accommodations have been prepared to enhance the future academic success of the student. Documentation may include but is not limited to: 1) reports of treatment from attending professionals; 2) letters of recommendation from attending professionals and/or parents; and in some instances, 3) a personal interview with the attending professionals.

## **EXTERNAL STUDY PROGRAMS**

Union University offers many opportunities for students to participate in external study programs that can enhance their academic experience. These include both stateside programs as well as those overseas.

All students participating in external academic programs in the United States or abroad must officially notify the University prior to beginning the registration process for the program. Failure to do so may jeopardize appropriate transfer of credits and/or applicable funding. Complete guidelines for external study are available in the External Study Student Handbook. The Handbook includes information on program selection and application, travel, financial responsibility, and scholarships. Students can request more information or a Handbook in the Institute for International and Intercultural Studies. Contact Dr. Cynthia Jayne, Associate Provost for International and Intercultural Studies (731-661-5358) or Beverly Vos, Program Coordinator for the Institute (731-661-5057).

## **FACILITIES**

The Union University Jackson campus is designed with the student as its axis. All facilities, services, programs, and personnel are interrelated in an attempt to meet the needs and interests of students. The campus facilities include the Penick Academic Complex, Blasingame Academic Complex, Heritage Residence Complex, the Quads Residence Complex, Warmath Family Housing Complex, Hyran E. Barefoot Student Union Building, the Facilities Management Building, Hammons Hall, Jennings Hall, Miller Tower, White Hall, and Fesmire Field House. The Penick Academic Complex houses the George M. Savage Memorial Chapel, Fred DeLay Gymnasium, E.T., “Rocky” Palmer Activities Center, Joseph H. Miller, III Science Center, W. D. Powell Theater, Waldrop Administrative Center, Emma Waters Summar Library, Hundley Center for Academic Enrichment, and most academic facilities.

The Blasingame Academic Complex houses the McAfee School of Business Administration, the Center for Business and Economic Services, the Center for Educational Practice, the College of Education and Human Studies, and the School of Social Work. Offices, classrooms, educational laboratory space, and a computer laboratory related to the areas are located in the building.

Student housing is in close proximity to the academic facilities and the Hyran E. Barefoot Student Union Building. It features private bedrooms for over a thousand students in apartment-like units.

Student Family housing is located in Warmath Apartments, north of single-student housing.

The Hyran E. Barefoot Student Union Building houses the Student Dining Hall, Lexington Inn, University Services, mail services, Barefoots Joe, a prayer chapel, a 120 seat auditorium, Student Government Office, the Office of Student Life, the Office of Campus Ministries, and the Office of Enrollment Services and Financial Aid, and the Carl Grant Events Center.

Hammons Hall contains the LifeWay Christian Store as well as the offices for University Relations, Testing, and non-traditional degree programs. General classrooms and a community room are also housed in Hammons Hall.

Jennings Hall is home to the Departments of Music, Communication Arts, and Christian Studies reside. Included within Jennings Hall is Hartley Recital Hall, a television production studio and the Ryan Center for Biblical Studies.

Fesmire Field House sits between the baseball, softball, and soccer fields. It houses offices and locker rooms for baseball, softball, and men’s and women’s soccer. Its main feature is a 10, 000 square foot indoor practice facility.

White Hall is home to the Departments of Biology, Nursing, and Chemistry. White Hall features state-of-the-art laboratory facilities as well as two nursing simulation labs.

Union’s Germantown campus offers graduate programs in business, nursing, education, and Christian Studies.

## **FINANCIAL AID**

Students who need financial assistance to help meet University expenses should refer to Union’s website ([www.uu.edu/financialaid](http://www.uu.edu/financialaid)), or request information in the Office of Student Financial Planning at 731-661-5015.

## **FINAL EXAMINATIONS**

Comprehensive final examinations are required of all students in all courses where content is appropriate. The final examination schedule is listed on the University calendar. Go to [www.uu.edu/academics/calendars](http://www.uu.edu/academics/calendars). Choose 2009-2010 Undergraduate Academic calendar. The schedule for final exams is listed at the bottom of the second page. A student with three or more finals on one day may request one of his/her professors to reschedule one examination to another time during finals week, provided the request precedes the last week of class. If the student and the professor cannot resolve the scheduling problem, the student should take his/her request to the Registrar.

Final grades are reported following each term or session to the student via WebAdvisor. Faculty may change grades as necessary by filing a grade change card in the Academic Center not to exceed 120 days from end of semester or term. The student will be notified by the Academic Center. See "Grievance Procedures" for the Grade Appeal process.

## **FLYERS AND ADVERTISEMENTS**

Notices, announcements, and advertisements to be placed on University bulletin boards must be cleared through the office of the Dean of Students or the Assistant Dean of Students. Posted materials which have not been stamped by the Dean's office are subject to removal. To maintain a clutter controlled campus, please limit announcement copies to 50 or less. Posters and notices may not be placed on the face of any glass door; on the doors or windows of the library; on painted walls; on the doors of the Student Dining Hall; on the windows of Barefoots Joe. No flyers may be placed on the windshields of any vehicles on campus. Please utilize the select kiosks for postings. Those who put up signs are responsible for removing them within 2 days after the event. Off-campus distribution of advertising posters by students representing campus organizations must be approved in the office of the Dean of Students.

## **FOOD AND BEVERAGES**

Students are requested to refrain from taking food and drinks into the corridors, the classrooms, the library, or the chapel.

## **FORMATION OF NEW ORGANIZATIONS**

Students desiring to form a new organization must present the following to the Office of Student Leadership Development: a statement of purpose, a copy of the proposed constitution, a list of officers, the proposed dates and times for scheduled meetings, a tentative calendar of activities, and a letter from a member of the faculty stating his/her intention to be the group's sponsor and to be responsible for the organization, administratively.

The sponsor and representative from the group may be asked to meet with the Faculty Student Services Committee to answer questions concerning the proposed organization. Approval of the Faculty Student Services Committee is necessary for the formation of a new organization. For more information on new organizations, visit: [www.uu.edu/student-services/organizations](http://www.uu.edu/student-services/organizations).

## **FUND RAISING/EXTERNAL CONFERENCES**

All fund-raising activities by University organizations, employees, or students must be approved by the Vice President for Student Services and Dean of Students and then by the Senior Vice President for Institutional Advancement. In addition, no student organization can sponsor a Jackson-wide regional or national campus event or conference on campus without prior approval from the Dean of Students.

## **GENERAL POLICIES AND REGULATIONS**

When students are accepted for admission to Union University, it is assumed that they are capable of conducting themselves in a manner which involves restraint and self-control when such are necessary. Written rules and regulations cannot be provided for every act or condition that may occur in the lives of several hundred students. However, the general policy of conduct at Union University is that students conduct themselves as persons of faith who strive to exemplify the character of Jesus Christ throughout their daily life.

## **ACADEMIC GRIEVANCE PROCEDURES**

An academic grievance involving dissatisfaction with the quality of instruction or with the performance of an instructor is referred to as a Review of Instruction. A grievance involving dissatisfaction with a grade is considered a Grade Appeal. A grievance regarding a charge of academic dishonesty, which includes, but is not limited to plagiarism, is referred to as an Academic Dishonesty Appeal. Procedures for addressing each type of grievance are outlined below. “Working days” are defined as days when the University offices are open. All email communication will be sent to the students’ Union email account.

### **Review of Instruction**

Before initiating a formal Review of Instruction, a student who is dissatisfied with the quality of instruction or with the performance of an instructor should discuss his or her concerns with the instructor. In the event that the issue is not resolved in consultation with the instructor, the student may initiate a formal Review of Instruction. A formal Review of Instruction must be filed within 60 working days of the posting of the final grade for the course and must follow the sequence noted below.

A formal Review begins with the student emailing a detailed written report of his or her concerns to the instructor’s department chair or to the dean if the chair is the student’s instructor. Within this report the student must identify his or her concerns and provide appropriate documentation to support each concern. After receiving an email response from the chair (or dean), the student may elect to email the written report to additional administrators, as needed, in the following sequence: the dean of the college or school, the associate provost/dean of instruction (Jackson campus) or the vice president (Germantown campus), and the provost. The student may not advance the report to the next level until he or she has received an email response from the administrator being addressed. Each administrator will attempt to provide the student with a written response within 10 working days from the sent date of the student’s email. The student has 10 working days from the sent date of one administrator’s email to submit the report to the next level.

Written responses will be kept in a file other than the faculty member’s personnel file.

### **Grade Appeal**

A student may initiate a grade appeal when there is legitimate reason to believe that the grade does not accurately reflect the quality of his or her academic work in the course or that the grade was determined in a manner inconsistent with the course syllabus. Before initiating a formal appeal, the student should confer with the instructor regarding how the grade was determined. In the event that the issue is not resolved in consultation with the instructor, the student may initiate a formal appeal of the grade beginning at the instructor level. The levels of appeal are noted below. Except as noted, levels cannot be bypassed.

**Instructor Level:** The student must email a request to the instructor within 60 working days of the posting of the final grade for the course. In addition to requesting a review of how the grade was determined, the student should include specific reasons for his or her dissatisfaction. The request should be sent to the instructor’s Union email address and copied to the instructor’s department chair. The instructor will attempt to provide an email response copied to the department chair within 10 working days of the sent date of the student’s email.

**Chair/Advisor Level:** The student may continue the appeal process by emailing a request for a review of the grade to the instructor’s department chair and to the student’s faculty advisor, who together will serve as the review committee. This request should be sent to the Union email address of the chair and faculty advisor within 10 working days of the sent date of the instructor’s response. The chair and the faculty advisor, serving as the review committee, will provide an email response to the student with copies sent to the instructor and the instructor’s dean. In the event that either the chair or the faculty advisor is also the course instructor, the other person on the review committee will select the second member. The second member should be a faculty member within the course instructor’s academic department. In the event that one of the faculty members holds all three roles, the student should begin the process at the Dean’s level.

Dean's Level: Either the student or the instructor may appeal the review committee's decision to the instructor's dean. (Student in the MAIS program should direct the appeal to the MAIS Program Director). This email request should be sent to the dean's (or MAIS Program Director's) Union email address within 10 working days of the sent date of the review committee's response. The dean will attempt to provide an email response to the instructor and/or student with copies sent to the instructor's chair, and the Associate Provost (Jackson campus) or the Vice President (Germantown campus) within 10 working days of the sent date of the instructor/student's request.

Faculty Affairs/Graduate Appeal Committee Level: Within 10 working days of the sent date of the dean's response, the student or the instructor may email a written request to the Associate Provost (Jackson) or to the Vice President (Germantown) calling for a review of the grade by the Faculty Affairs Committee (undergraduate) or the Graduate Appeals Committee. The Associate Provost or the Vice President will request a meeting of the appropriate committee for the purpose of reviewing all documentation related to the appeal. The committee will provide an email response to the instructor and the student with copies sent to the instructor's chair and dean to the Associate Provost or the Vice President.

Administrative Level: Within 10 working days of the sent date of the committee's response, either the student or the instructor may submit an email request for a hearing before the Associate Provost or the Vice President. Requests for subsequent hearings before the Provost must be received within 10 working days of the previous hearing. The decision rendered by the Provost, in consultation with the President, is final.

All documents relating to the above procedure will be retained in the student's file kept in Academic Center.

For more information concerning the privacy of grade records, see the handbook section entitled "Confidentiality of Student Records."

### **Academic Dishonesty Appeal**

Union University upholds the highest standards of honesty. Students are to refrain from the use of unauthorized aids during testing (including but not limited to technology devices such as digital cameras, cell phone cameras, pen-based scanners, translation programs, and text-messaging devices), to refuse to give or receive information on examinations, and to turn in only those assignments which are the result of their own efforts and research. Failure to provide correct documentation for material gleaned from any outside source, such as the Internet or any published/unpublished work, constitutes plagiarism, a form of cheating subject to strict disciplinary action. Faculty are responsible for discouraging cheating and will make every effort to provide physical conditions which deter cheating and to be aware at all times of activity in the testing area. Students who become aware of cheating of any type are responsible for reporting violations to the course instructor.

Any student found guilty by the instructor of cheating will be subject to disciplinary action by the instructor. If the student is an undergraduate, the instructor will file a report of the incident and the intended disciplinary action with the student and with the Office of the Provost. Incidents involving graduate students will be filed with the student's dean or with the MAIS Program Director. Copies of all incidents will also be filed in the Office of the Dean of Students.

If the student deems this action unfair, he or she may request a hearing before the administrator with whom the report was filed. The administrator will convey the results to the student and to the instructor by email (copied to the Office of the Dean of Students).

If either the student or the instructor involved deems the administrator's action unsatisfactory, within 10 working days of the sent date of the email conveying the results he or she may email the Office of the Provost to request a hearing before the Faculty Affairs Committee (undergraduate) or the Graduate Appeals Committee. (For undergraduate appeals, the President of the Student Government Association will also sit on this committee.) The committee will convey its decision to the student and to the instructor by email. The decision of this committee will be final upon approval by the Provost in consultation with the President.

### **Sexual Harassment**

Please see the University's policy and procedures as stated in the section titled, "Safety."

## **Guidance and Counsel**

There are a number of resources available to students at Union when they want to talk with someone about a concern or problem they are facing. If the problem is of a moral or spiritual nature, students may wish to contact the Dean of the Chapel, Dr. Richard Wells, or someone in the Office of Campus Ministries. The student's personal well being is of utmost importance and all information will be kept confidential.

## **HEALTH INSURANCE**

The University has made arrangements with Student Resources Insurance Company to offer a voluntary health insurance program to all full-time students. Complete details about this insurance may be secured from the Office of Health Services. Students are strongly encouraged to carry health insurance.

## **HEALTH SERVICES**

The University Health Clinic is open Monday through Friday, 8 am—4 pm when classes are in session. The clinic is closed for most Chapel services from 10 am—10:45 am (dates posted in the clinic) and on Tuesday mornings from 8:30 am—9:30 am for staff meeting. The clinic lunch hour varies due to their desire to accommodate morning patients. The clinic is staffed by a full-time registered nurse who sees patients on a walk-in basis and a clinic assistant and health records coordinator. Two physicians and three nurse practitioners also provide services to the clinic on a part-time basis. Appointments may be made through the health services secretary for each of these professionals. Health services provided by the University clinic are available for students, faculty and staff but not the dependents of these individuals. Student fees cover the primary costs for the health care rendered to clinic patients. However, vaccinations, lab work and other treatments may require a small additional charge. Costs from health care received at an off-campus facility will also be the responsibility of the patient.

When the University Health Clinic is closed, resident students should contact their Residence Director or their Resident Assistant for health related issues (731)298-7768. Evening commuter students with medical emergencies may receive assistance by calling a security officer on the 24-hour cell phone (731)394-2922.

Health forms and immunization records which are submitted as a part of the application process are kept on file in the University Health Clinic for four years after a student's last semester at Union University. After the four years these records will be placed in storage until the student's seventh anniversary, at which time the records will be destroyed. Copies of one's health record may be obtained by written consent only. This consent form may be downloaded from the Health Services Web site and mailed, faxed or delivered to the clinic. Fax: (731)661-5499.

## **HUNDLEY CENTER FOR ACADEMIC ENRICHMENT (INCLUDING FREE PEER TUTORING)**

Located up the spiral stairs on the second floor of the library, the Hundley Center is open for free peer tutoring: Monday, Tuesday, Thursday 1-8 pm and Wednesday and Friday from 1-5 pm. Tutoring is available in approximately 25 disciplines and is open for all Union University undergraduate students. To access scheduling information or make an appointment, log onto [www.uu.edu/programs/hundleycenter](http://www.uu.edu/programs/hundleycenter). Students can also schedule time to meet with the Director of the Hundley Center during regular business hours for one-on-one academic coaching, and organizational, time management, and study skills.

## **Baldrige Reading & Study Strategy Program**

The Baldrige Reading and Study Strategy Program is a nationally acclaimed seminar designed to help increase reading speed and comprehension, time management skills and organization. This year the program will be held August 25-28. Registration will be June 15th during new student orientation. Please contact Bethany Morse at [bmorse@uu.edu](mailto:bmorse@uu.edu) with any questions.

## **IDENTIFICATION CARDS (“DAWG TAG”)**

Each student is required to have a current photo identification card. Student identification cards (Dawg Tags) will be made during the initial registration. The Dawg Tag is needed for use in the residence complexes, library, bookstore, cafeteria, labs, and post office. It is required for chapel credit, voting in campus elections, for admission to athletic events, for entrance through the Welcome House after curfew, and for check cashing.

Dawg Tags also feature a debit option. Students may visit Union Station to place money on their Dawg Tags. This money can then be used in the cafeteria or Lexington Inn. Please place only the amount of money you will use in a semester on your Dawg Tag.

Student fees cover the cost of the Dawg Tag made during regular registration. Replacement cards may be secured from the Office of Safety and Security during posted hours at a cost of \$25.00.

Any student at any time while on campus must furnish satisfactory identification upon request of a faculty member, administrative official, or security officer.

The University is not responsible for lost or stolen cards, or the remaining balance on lost or stolen cards.

## **JACKSON SYMPHONY CONCERT PROGRAMS**

As an avenue of cultural expansion, the University makes available to its students a limited number of tickets to the classical concerts of the Jackson Symphony Orchestra. These tickets are available through Union Station, free of charge.

## **THE LEXINGTON INN**

The Lexington Inn was Union University's most celebrated gathering place for decades before the campus moved to North Jackson in 1975. Students for years congregated for food and warm, friendly conversation at all hours of the day and night. Now after more than 30 years, The Lexington Inn at Union is still a well-loved student gathering place.

## **LICENSE PLATES (UNION UNIVERSITY)**

If your permanent residence is Tennessee and you would like to request a Union University license plate, contact your County Court Clerk's Office (the county of your permanent residence) and request a Union University License Plate. If they do not have them in stock, they will contact the Madison County Court Clerk's Office and request one for you. Madison County will mail the UU plate to your County Court Clerk's Office. For your convenience, you can make arrangements to pick the plate up at the Madison County Office (instead of having it mailed to your County Court Clerk's Office). Each year your County Court Clerk's Office will mail to your permanent residence a license plate renewal form. The form will list each license plate available in the state of TN including the UU plate. If renewing your license plate by mail, simply request a Union University plate on the form that your County Court Clerk mailed to you. Additional information may be found online at <http://state.tn.us/revenue/vehicle/licenseplates/specialty.htm>.

## **LOST AND FOUND**

When an item is lost or found it should be reported to Union Station located adjacent to the Administrative Center or to the Office of Safety and Security located in the Student Union Building. Items not claimed by owners after 90 days may be claimed by the finder.

## **LYCEUM PROGRAMS**

Several special programs intended for the cultural enrichment of the student body are scheduled throughout the school year. These programs are planned and administered by the Lyceum Committee consisting of faculty, students, and administrative members. A schedule of the programs will be made available to students during the early part of the Fall Semester. Free or discounted tickets to Lyceum events are available at Union Station.

## **MAIL SERVICES**

Each student may receive a free mail box and combination at Campus Mail Services during registration and will maintain the same box number throughout his/her University career, provided he/she does not drop out for a semester. All residential students are required to have a Union mail box. Campus Mail Services is located in the Student Union Building.

The mail is posted Monday through Friday as soon as possible after delivery from the Post Office. A notice is placed in the mailbox of the person who receives a package. The package may be secured by presenting the notice to post office personnel. Postal hours are 8:30 am — 4:00 pm, Monday through Friday during Fall and Spring semesters. Check with Mail Services for Winter and Summer hours. Notices of C.O.D. packages should be taken to the Jackson post office for payment on delivery. Postage-due mail may be picked up during campus postal hours. Recipients of registered or certified mail must sign for each article. Packages arriving via United Parcel Service will be handled in the same manner as those arriving by mail.

The Union Mail Services Office reserves the right to withhold magazines that are contrary to University values. (See community Value Statements I, 5.)

The combination information slip should be kept in the student's wallet for reference when needed. Students who fail to learn their combinations will be charged \$0.50 each time a postal employee must assist with opening a mailbox. Campus mail boxes should be kept locked at all times.

After hours outgoing mail should be placed in the blue postal drop box located on the dock behind Campus Mail Services. Jackson post office personnel pick up the mail at 4:00 pm, Monday through Saturday.

Campus mail should be placed in the special drop box located on the main corridor wall of the post office. When dropping more than 10 pieces of campus-bound mail, (Christmas cards, Valentines, etc.) arrange them in numerical box order and secure them with a rubber band.

Campus organizations, fraternities, and sororities should make special arrangements to post notices to their membership. The Postal Clerk may require a sample of material being posted.

Stamps are available for purchase at the Campus Mail Services and at Union Station.

When a student leaves for the Summer or for the Winter term, it is his/her responsibility to give correspondents a temporary forwarding address. Campus Mail Services does not handle temporary forwarding of mail. A permanent forwarding address should be left when the student withdraws or graduates.

### **MINOR STUDENTS (STUDENTS WHO ARE UNDER AGE 18)**

All Union students under the age of 18 must complete a parental release form with the Assistant Dean of Students. Forms must be completed before classes begin.

### **MISSING PERSON POLICY**

In compliance with Higher Education Act Title IV, Section 485 (j), Union is required to notify law enforcement and/or the student's contact person(s) no later than 24 hours after a missing person report has been on file for 24 hours. It is Union's policy to contact local law enforcement immediately when notified of a missing person report, and to contact the student's contact person(s) within 24 hours of such a report.

### **NEWSPAPERS (COLLEGEIATE READERSHIP PROGRAM)**

The University provides free newspapers (Jackson Sun, USA Today, and the Wall Street Journal) for students during the Fall and Spring semester. The papers are located outside the Student Dining Hall and the Library.

### **ORIENTATION**

Orientation programs have been designed for all new freshmen and transfer students at the start of the Fall and Spring semesters. Freshman and transfer orientation sessions are held as well as a special program for international students. These programs occur before classes begin.

### **PRAYER CHAPEL**

The prayer chapel is located outside the office of Campus Ministries in the Student Union Building and is available for students, faculty, and staff.

### **PROGRESS REPORTS**

Progress Reports each Fall and Spring semester and Final Grades for all semesters and sessions will be reported through WebAdvisor. Progress reports are not applicable for reporting to outside sources or in applications to the reporting of the Grade Point Average.

Progress Reports are reported to the student. If a change in the reported grade is deemed appropriate, the instructor should communicate it directly to the student. Grades are reported for all students in all full semester courses with the exception of laboratories, ensembles, applied music, and PE activity courses. Grades may be reported for these courses at the discretion of the instructor.

### **PUBLICATIONS**

#### **Institutional Responsibility Regarding Student Publications**

The student publications of Union University including the *Cardinal and Cream* newspaper and *The Torch* literary magazine serve as learning laboratories in which the student may receive practical instruction and experience.

As a liberal arts University, Union University believes in and encourages academic freedom and open inquiry. At the same time, Union maintains a clear and definite commitment to

the Judeo-Christian principles in the Bible. The University refrains from censorship except in matters which conflict with the mission and core principles of the University or matters which conflict with accepted professional standards of excellence and which may violate laws governing the press.

Each student publication is under the direct supervision of a faculty advisor who is responsible for guiding and instructing student staff members. Daily operations and matters of policy are the responsibility of the faculty advisor. Policy decisions regarding a specific publication are made by the faculty advisor with input from upperclass and/or editorial board student staff members. Oversight of each publication is subject to the review of the Chair, Department of Communication Arts (*Cardinal and Cream*), Chair, Department of English (*The Torch*), Dean, College of Arts and Sciences, Provost, and President of Union University.

Student publications of Union University are expected to uphold relevant professional standards and to operate within institutional boundaries reflecting the values of a Christian liberal arts University. As a private University, Union University has the right and responsibility of requiring student publications to refrain from obscenity, matters appealing to a prurient interest, and blasphemous or sacrilegious material.

Because student publications are primarily learning laboratories, productions should be judged by principles of sound professional practice, which include the responsibility for factual accuracy, professionalism in writing and graphic presentation, and adherence to guidelines and laws regarding libelous communications, as well as the institutional policy regarding confidentiality of student records and release of information and the right of privacy.

### **The Cardinal and Cream**

The *Cardinal and Cream* is the official award-winning campus newspaper of Union University. Budgeted as a part of the Communication Arts Department, the newspaper is published bimonthly and is distributed to students, faculty, staff, and administration without charge.

The *Cardinal and Cream* is written and edited by students under the guidance of a faculty advisor. Staff positions are provided for students who are interested in the field of journalism. The campus newspaper enhances the experiences of students in writing, layout, editing, photography, advertising, and journalism administration.

### **The Torch**

*The Torch* is a student literary magazine under the editorship of an appointed student staff. Its contents are made up of the student creative writing and artwork selected from among presentations in the normal course of class work and from those submitted directly to the editors. *The Torch* is a member of the Columbia Scholastic Press Association at Columbia University in New York.

## **PUBLIC TRANSPORTATION**

JTA (Jackson Transit Authority) provides public transportation for college students with a valid college ID for \$.75/ride. Call 423-0200 for bus pickup times and locations or visit their website at [www.ridejta.com/rideguide.html](http://www.ridejta.com/rideguide.html).

## **RECORDS (DISCIPLINARY) AND PARENTAL NOTIFICATION**

Confidential records of all misconduct reports, investigations and disciplinary actions are maintained by the Office of the Assistant Dean of Students.

### **Disciplinary Records**

A record of judicial action, including action which expels or suspends a student from the University, becomes part of the accumulative student file. Disciplinary records of a lesser magnitude are purged after the student is graduated from the University and has not been enrolled in the University for the previous five years.

### **Parental Notification**

If a student is found in violation of University Community values, then the Assistant Dean of Students reserves the right to notify parents of the violation. This will only occur when the Assistant Dean of Students considers the situation to be serious enough that parental involvement can aid in the process to resolve the situation in an appropriate manner and restore the student to good standing with the University. In addition, parents may be notified at the discretion of the Assistant Dean of Students when a student is involved in behavior that could pose a threat of harm to him/herself, others, or the University community at large. This notification may be in person, by phone or by mail.

## **RECYCLING**

The Union Community has participated in a campus-wide recycling program since January 2009. Currently Union recycles office-type paper, empty aluminum cans, plastics marked with a #1 or #2 (only) inside the “triangle” recycling symbol, and cardboard. Each faculty and staff has personal recycle bins in their office, but each office does need to take their recyclables to the large blue floor collection bins. For special pick-ups or cardboard instructions, please call Mary Brown at (731)661-9818. Residential recycling of paper and aluminum/plastic takes place Monday before 10:00 am. Please see the Residence Life section of this handbook for details.

## **ROLE OF THE STUDENT IN UNIVERSITY DECISIONS**

Students at Union University are encouraged to become owners in not only their education but also in the structure of the University itself. This may be done through the following avenues:

### **Student Government**

A student may pursue changes, questions or grievances directly to:

1. The Student Government Association (SGA)
2. The Student Senate

Many changes in policy have been successful because students have used these avenues for discussion and direction.

### **University Committees**

Most standing committees at Union University include student representatives. Through SGA, a student can become involved in University decision making and policy review by being appointed to these committees where student representatives are full voting members.

### **The Office of Student Life**

The Student Life Office is located in the Hyran E. Barefoot Student Union Building. The Vice President for Student Services & Dean of Students provides leadership in the areas of Health Services, Counseling Services, Career Services, Residence Life, Judicial Services, Greek Life, Student Leadership Development, Student Programs, Barefoots Joe, Intramurals, the Wellness Center, Safety and Security, Student Government, Student Organizations, and the University Calendar. The Dean of Students is your liaison with the administration of the University. Each student is encouraged to talk with her to begin any process of change. The Student Life team’s mission is to work to enrich the educational goals of the University by providing opportunities for students which develop scholarship, leadership, spiritual growth, service, and excellence in all matters. In addition, the Office of the Vice President for Student Services & Dean of Students provides opportunities and solutions to increase student satisfaction, help retain students to our campus, and develop student leaders.

### **The Office of The President**

Although concerns can usually be addressed by utilizing the SGA, Senate or the Office of Student Life, students are welcome at any time to schedule an appointment with the President. However, students are encouraged to address questions and/or concerns through these other avenues prior to approaching the President.

## **SAFETY AND SECURITY**

The University makes every reasonable effort to provide for the safety and security of students and their personal property, but students must practice good safety habits and exercise individual responsibility. The ultimate responsibility for personal security rests with each individual. Each person should be aware of his/her surroundings and potential risks to personal safety: walk with friends and in lighted areas, know building evacuation procedures, drive defensively, lock vehicles, and know how to contact security officers, Residence Directors, and other campus authorities.

Buster’s Quick Guide to Safety and Security on Campus contains excellent safety information. It is available to students in the Office of Safety and Security and is distributed during registration.

Campus residents should exercise caution and take responsible actions in order to protect themselves and property: keep apartments secure, lock room doors and windows, do not prop gates, and report suspicious activities to the Residence Directors or security officers.

The Director of Safety and Security and his staff of security officers are employed by the University to assist in maintaining campus safety. Security concerns should be reported to the Office of Safety and Security, a Security Officer, or a Residence Director. The Security Office is located in the Student Union Building.

Students are expected to treat security officers with courtesy and respect and are to respond to any reasonable request.

Fire Safety Procedures for fire and other emergencies are posted in highly visible locations throughout the campus buildings, and exits are clearly marked. Students are encouraged to become familiar with the locations of equipment and with outlined procedures. Any damaged or missing equipment should be reported to the Office of Safety and Security.

Tampering with safety equipment will be grounds for severe disciplinary action or civil charges.

### **Motor Vehicle Registration and Parking**

Every individual who maintains or operates a motor vehicle on the Union University campus must register each vehicle with the Office of Safety and Security at the beginning of the semester or within 24 hours when brought to the campus. The Student Life fee covers the cost of the first permit. All additional permits are available for a charge of \$5 each. The vehicle's license plate number and proof of current auto liability insurance is required for registration of the vehicle.

The permit must be affixed directly to the glass on the OUTSIDE OF REAR WINDOW on the driver's side in the bottom corner. Use the adhesive on the permit to attach it to the window. No other method of attaching the permit is acceptable.

Parking permits are assigned by the following color codes:

Faculty/Staff – Blue

Students – Red

Guests – Orange

Trustees – Yellow

Germantown Campus – Same Designations

Faculty/Staff parking areas are designated by Faculty/Staff parking signs. Students may park in any lined parking spaces that are not designated Faculty/Staff or restricted, i.e., fire lane, handicap, loading zone, security, facilities management, individually marked visitor space, or director's space. Warmath Apartments have one reserved space per apartment.

Students may not park in any faculty/staff area between 7:30 am and 4:30 pm.

The continued cooperation on the part of everyone concerned is expected and essential. Vehicles parked in reserved spaces, loading zones, restricted areas, or blocking entrances and exits are subject to removal at any time at the owner's expense. Vehicles may not be left unattended in the circles at the residence complexes, the Student Union Building, or in front of the academic complex at any time for any reason. Loitering will also not be permitted.

Parking control is under the jurisdiction of the Director of Safety and Security. Fines for violations must be paid in the Office of Safety and Security within seventy-two business hours of issue date. Tickets not cleared in the Security Office will be forwarded to the Business Office where they will be charged to the student's account with a dollar service fee.

Students in violation of parking regulations will be ticketed and fines imposed as follows:

Driving around speed bumps/gates at University entrances .....	(Judicial Committee)
Permit improperly displayed.....	\$ 10.00
Parking without a valid permit.....	35.00
Parking in Faculty/Staff spaces.....	25.00
Parking in circle/fire lane.....	35.00
Illegally parking in Handicap Space and/or blocking ramp.....	35.00
Violation of 10/15 minute parking space (behind the Post Office).....	20.00
Parking in driveways to dumpsters.....	100.00

Parking in Authorized Only space .....	35.00
Parking over/on the line .....	10.00
Backing in parking space .....	10.00
Parking in Visitor space .....	20.00
Parking in Unmarked space .....	20.00
Blocking another vehicle .....	35.00
Parking in the flow of traffic.....	35.00
Driving or parking on the grass .....	35.00
Driving or parking on the walkway(s).....	35.00
Blocking fire hydrant .....	35.00
Speeding and/or reckless driving.....	50.00
Littering.....	20.00

Students who accumulate more than five violations during the academic year (September-August) will have a \$5.00 fine added to each additional ticket received. In addition to the designated fine, a chronic offender may be referred to the University Judicial Committee for disciplinary action.

Individuals receiving traffic tickets may discuss their case with designated staff personnel in the Safety and Security Office. Obvious errors will be corrected. Formal appeals may be made to the University Judicial Committee through the Office of Safety and Security. A written Appeal Form must be completed outlining the basis for the appeal within three days following the date of the ticket. Three members of the Judicial Committee will read and rule on the appeal. The student will be notified of the outcome of the appeal.

The University reserves the right to inspect cars which are parked on University property.

## SAFETY

Each resident can help keep the residence complexes safe and secure by following some simple precautions.

**Babysitting**—The University does not allow babysitting in the Residence Complexes. This is for the safety of the children, the liability of the University, and the protection of other residents’ right to a peaceful environment that is conducive to study.

**Bicycles**—Students are responsible for the safety of their bicycle. Bicycles must be locked on provided bike racks. Bikes are not to be kept on porches or in rooms.

**Candles**—Any candle, incense, or open flame is prohibited because of fire potential. Violations carry a \$25 safety violation fine.

**Electrical Appliances**—Appliances should be no more than 1000 watts, must be U.L. approved and properly maintained. Hot-plates, sun-lamps, and halogen lamps are prohibited because of fire potential.

**Electrical Cords and Outlets**—Do not use multi-plug covers, cords or other splitters to increase the number of appliances. An acceptable solution is a multi-plug “power strip” with an internal fuse.

**Fire/Tornado/Emergency**—Fire/Tornado/Emergency regulations are posted in each apartment. Removal of these signs is against city fire codes and will result in a \$25 fine. Fire extinguishers are in each apartment. They are to be discharged only in an emergency. If the fire alarm or tornado warning and “all call” is sounded, residents must follow the emergency procedures posted in the apartment Living Room. If you need assistance, call your Resident Advisor or Residence Director. An interrupted siren indicates fire; a continuous siren indicates tornado.

**Gates in the Residence Complexes**—Students are not to prop open, jump, climb on, or vandalize these gates. They are there for the safety of the residents of that complex.

**Grills**—No personal outdoor grills are allowed in the residence complexes. Only the outdoor grills in the grassy area in the middle of McAfee may be used for cooking out/grilling.

**Keys**—All suitemates are mutually responsible for keeping the living room door locked, locks functioning, windows locked and keys under control, for the security of persons and property. Report any problem with your key or lock immediately. Do not loan out your keys, tamper with the lock, prop door open, or hide keys.

**Personal Property Insurance**—Union University does not provide insurance coverage for individual students. Therefore, students should obtain through agents of their choice, personal property insurance for his or her room.

**Smoking/Tobacco**—Union University is a smoke-free campus. Use of tobacco (in any form) is prohibited on the entire Union campus (including student on-campus apartments.)

**Solicitation**—All solicitation of commercial, social or charitable organizations is prohibited. This is for the protection of all residents. Any reports of solicitation should be reported to the Residence Life Staff or the Office of Safety and Security. Parties of this nature are not to be held in apartments or on campus.

**Strangers**—Know the residents in your building; be part of the “neighborhood watch” within the residence complexes. Report suspicious/unusual people to the Residence Life Staff or Safety and Security.

**Thefts**—All suspected thefts should be reported to the Office of Safety and Security and an incident report filed. Students should be aware of the whereabouts of their keys, backpacks and other valuables.

**Window Screens**—These serve two purposes, as a deterrent to unwanted insects, and as a safety precaution. These are not to be removed.

**Windows**—Students may not stand outside the apartment windows of the opposite sex. Windows should be kept locked at all times when the resident of that room is not present. Hanging out or climbing out or into windows is not allowed. Federal Safety Regulations prohibit this activity, therefore Union University complies with these standards. Moving in/out through windows is prohibited.

## **SCHEDULING ACTIVITIES**

All student activities must be scheduled through the Coordinator of Special Events. These should be scheduled as far in advance as possible. With the exception of certain activities which involve the entire student body or the schedules of groups outside the University, a first come, first served policy is followed.

Official University clubs and organizations must seek approval prior to the organization endorsing or publicly supporting outside businesses or charities. While we anticipate approving all requests, obtaining approval from the Dean of Students will ensure that all our organizations are affiliating with organizations that share similar values. The University reserves the right to cancel events or initiatives benefiting off-campus groups that were not previously approved by the office of the Dean of Students.

All student events and activities are under the supervision of the Student Life Office. In order to prevent misunderstandings and problems, all arrangements, including the activity, the proposed location, and the proposed University representatives, should be cleared with the Student Life Office prior to deposits or commitments being made.

Any change in the date, time, or place of a scheduled activity must receive prior approval from the Student Life Office. When the cancellation of a scheduled event becomes necessary, a notice must be submitted to the Student Life Office. Another group may wish to utilize this date for its activity.

Off-campus social events must be restricted to a distance which will permit resident students to return to their residence complexes by the closing hour. Nashville is not considered within the approved radius.

Social or extra-curricular activities scheduled the week preceding exams or during exam week after 8:00 pm need special permission from the Student Life office.

## SECURITY ACT INFORMATION

The Crime Awareness and Campus Security Act of 1990 and the Tennessee Code §§ 49-7-2201, et. seq., College and University Security Information Act require that each institution of higher education report to the Federal Bureau of Investigation and the Tennessee Bureau of Investigation on an annual basis, statistics for crimes occurring on campus and in student housing.

Students are requested to report any crime or suspected crime on campus to the Office of Safety and Security where an official written report will be completed.

Any student, Union employee or applicant for admission or employment may review, during regular office hours, the Union University Safety and Security Report and campus crime statistics. Copies of crime stats are available in the office of Admissions, Academic Services, and the Office of Safety and Security. In addition, the Union University Safety and Security Report may be reviewed in the Office of Safety and Security. Statistics are also available online at [www.uu.edu/studentservices/safetysecurity/crimestats](http://www.uu.edu/studentservices/safetysecurity/crimestats).

## SEXUAL HARASSMENT

Union University is committed to providing its faculty, staff, and students with an environment free from explicit and implicit coercive sexual behavior used to control, influence, or affect the well-being of any member of the University community.

**Sexual Harassment Defined:** The definition of sexual harassment varies greatly. Therefore, we will use the Equal Employment Opportunity Commission's guidelines. According to the Equal Employment Opportunity Commission's guidelines prohibiting sexual harassment there are two types of sexual harassment: (1) Quid pro quo—"submission to or rejection of such conduct by an individual that is used as a basis for employment decisions affecting such individual" and (2) Hostile environment—"unwelcome sexual conduct that unreasonably interferes with an individual's job performance or creates an intimidating, hostile, or offensive working environment." Sexual Harassment in the college community may include, but may not be limited to, unwelcome sexual advances, requests for sexual favors, and other verbal, nonverbal or physical conduct of a sexual nature where: (1) submission to such conduct is a term or condition of an individual's employment or education; (2) submission to or rejection of said conduct is used as a basis for academic or employment decisions affecting the individual; or (3) such conduct results in a hostile environment which has the effect of interfering with an individual's academic or professional performance.

**Policy Statement:** Sexual harassment of any type will not be tolerated and is expressly prohibited. Sexual harassment is grounds for disciplinary action, which may include reprimand, demotion, discharge, or other appropriate action, dependent upon the nature of the harassment. Faculty and staff are asked to be especially sensitive to the fact that they are in a position of authority over students and that authority carries with it responsibility to be mindful of situations in which they are dealing with students in private, one-on-one associations both on and off-campus.

## COMPLAINT PROCEDURE

**Student**—A student with a complaint against a faculty member, a member of the administration, or another student may make initial contact with the Dean of Students. Alternate contacts include the Director of Human Resources, Provost and the President. The contact person will initiate an Incident Report form and forward to the Director of Human Resources.

The University will handle the matter with as much confidentiality as possible. There will be no retaliation against any faculty, staff or student who reports a claim of sexual harassment or against any faculty, staff or student who is a witness to the harassment. The University will conduct an immediate investigation in an attempt to determine all of the facts concerning the alleged harassment. The investigation will be directed by the Director of Human Resources. However, if someone from that office is the subject of the investigation, the office of the Provost (faculty) or the Dean of Students (staff or student) will direct the investigation. As a part of the investigation of the claim of sexual harassment, the contact person, the complainant, and the respondent will be asked to provide statements regarding the incident. Once the report is reviewed and investigation is concluded, a finding may be that sexual harassment did occur,

and corrective action (reprimand, demotion, discharge, or other appropriate action) will be communicated in writing to the complainant and respondent. Appeals to this process may be conducted in accordance to the most recent revision of the handbook under the section(s) entitled “Violation of Standards of Conduct” or “Grievance Procedures.”

All documents, except disciplinary action documents, related to an incident will remain in a file other than the employee’s personnel file. Although filed separately, all personnel related files will be kept in the Human Resources Department.

## **SIDEWALK CHALK**

Per SGA Senate Resolution 185-022, the University asks that sidewalk chalk be used with restraint, and only to market events open to all students. Sidewalk chalk must be limited to sidewalks, not walls. We also ask that the organization using the chalk be responsible for clean up within 24 hours after the event. In addition, all messages to be written in chalk need prior approval by the Offices of the Dean of Students or Assistant Dean of Students.

## **SOLICITATION**

All soliciting by representatives of commercial, social, or charitable organizations is prohibited on the grounds and within the buildings of this institution. Students, instructors, and employees are requested to report any violations to the Office of Safety and Security or the Assistant Dean of Students.

## **STUDENT EMPLOYMENT**

The Office of Student Financial Planning assists students who qualify in securing campus jobs. Students may file an application online at [www.uu.edu/financialaid/studentemployment.cfm](http://www.uu.edu/financialaid/studentemployment.cfm) or in person with the on-campus Student Employment Coordinator who is located in the Student Union Building.

Students interested in off-campus employment should see Career Services or visit [www.uu.edu/studentsservices/careerservices](http://www.uu.edu/studentsservices/careerservices) and click on “Employment Opportunities” for an updated list of full-time and part-time jobs. This website is password protected. Union University students can call Career Services at 731-661-5421 for the employment password. Union University students are expected to work at establishments consistent with Union University Community Values. Bartending is an example of employment not consistent with Union University Community Values.

## **SURVEYS**

All surveys to Union faculty, staff, and/or students must be approved by a faculty member in conjunction with Union’s IRB (Institutional Research Board) process. Surveys not in conjunction with an academic class must be approved by the Dean of Students and/or IRB.

## **TELEPHONES**

The main number for Union University is 731-668-1818 and can normally be reached from 8 am—4:30 pm, Monday—Friday during the regular academic year. The operator serves as an information and referral source. Each office has an individual number which can be dialed directly. Key office numbers are listed in the local Jackson telephone directory under Union University and at the front of this student handbook.

## **TESTING**

Union University serves as a National Test Center for the American College Test (ACT), ETS Praxis Exam, National SAT Exam, the College Level Examination Program (CLEP), Miller Analogies Test (MAT), DANTES Subject Standardized Tests, Law School Admissions Test (LSAT), and the Pharmacy College Admissions Test (PCAT). For a listing of testing dates and registration information please visit Union’s testing website at [www.uu.edu/academics/testing](http://www.uu.edu/academics/testing).

## **TOBACCO USE**

Use of all tobacco (including, but not limited to hookahs and chewing tobacco) is prohibited on the entire Union campus (including student apartments on-campus). The University desires to assist those who need help with tobacco use and/or addiction. The Director of Counseling Services may be contacted for assistance. The U.S. Surgeon’s announcements concerning the dangers of tobacco is supported by safety regulations, the findings of medical science, the consideration of others and the desire for a clean campus.

## **UNION STATION**

Union Station is a student service area located conveniently outside the Chapel in the Penick Academic Complex. The Union Station team members are available to assist with a wide variety of student needs, including: checking student account balances and making payments; cashing checks; picking up and dropping off forms; registration and arranging late registration and drop/adds; updating address information; requesting transcripts; and much more.

## **UNIVERSITY REPS FOR STUDENT ACTIVITIES**

University Representatives are to be present at all on-campus or off-campus social events. They are responsible for any crisis or emergency that may arise. Also, they are to see that all students abide by University regulations as stated in the Campus Life Handbook and that the event ends on time with everything left in good order. This is important because all student groups represent Union University, whether on or off campus and should model themselves in a manner consistent with the mission and purpose of Union and pleasing to our Lord Jesus Christ. University Reps simply serve as persons of accountability and to remind students of this obligation. Failure to abide by these policies governing social events could result in the cancellation of the event or more serious social restrictions. The entire sponsoring organization will be held responsible for following the approval process.

The number of University reps required will be determined by the Office of Student Leadership Development and will depend on the nature of the event. The person in charge of the social event or trip is responsible for making arrangements for the proper number of University reps. This person should check with the Office of Student Leadership Development. Organizations should secure their University reps at least one week prior to the event.

## **UNIVERSITY SERVICES**

Students can make copies for 10 cents in the library. Copies can also be made in University Services for 5 cents for copies on white paper. There are additional charges for color or special paper. Please allow 24 hours for print requests. University Services also offers color printing from originals, USB, or CD. Charges begin at 25 cents and vary depending on paper and size of print job.

## **VAN RESERVATION POLICY**

Union University offers a limited number of vans for University use. Students who drive University vans must first pass a driver's test administered through the Office of Safety and Security. This test takes an average of 10 days to complete, and includes an application, official driver history, and written and physical driving test. Allowing 10 days assures the student's paperwork from the state will be received.

Requiring student drivers to pass these tests may help reduce Union's liability should the van be involved in an auto accident. Faculty and staff drivers DO NOT need to take this test or undergo approval. Faculty and staff advisors must accompany student organizations on the van if the group is traveling to an event over 60 miles from Jackson, TN, unless special arrangements are made with the Dean of Students. Van reservations can be made via Union's website or through the Office of Safety and Security, (731)661-5018.

## **VOTER REGISTRATION**

All states require that you be a United States citizen by birth or naturalization to register to vote in federal and state elections. You **cannot** be registered to vote in more than one place at a time. Each state has its own laws regarding registering and voting as well as deadlines for registering to vote and absentee voting. For the latest information, go to [www.canivote.org](http://www.canivote.org). (This nonpartisan website is maintained by the National Association of Secretaries of State.)

## **WELLNESS CENTER**

- The recently redesigned 3,600 square foot Wellness Center provides for a full body workout no matter what your physical goals are.
- Includes 14 Paramount weight machines, 14 cardiovascular machines and a full line of free weights, including our brand new LifeFitness Cable Crossover.

- Provides numerous instructional and motivational opportunities in order to reward students, faculty and staff for reaching their physical goals.
- Certified personal training is available.
- Check out our website at [www.uuwellness.com](http://www.uuwellness.com).

An authorized Dawg Tag is required for all users.

Wellness Center Front Desk: (731)661-5447

## STUDENT ACTIVITIES/ORGANIZATIONS

### ADMISSION TO CAMPUS ACTIVITIES

Students and spouses are admitted to most campus activities, including Lyceum programs, varsity athletic events, and intramural activities, without charge with the presentation of a valid I.D. The Student Activities Council (SAC) or other campus organizations may make nominal charges for campus events they sponsor. The University reserves the right to require parental consent for certain University activities.



*Photo by Stephanie Schroeder*

*Ryan Merriman and Mack Bealim participate in the Chick-fil-A Nugget Eating Contest*

### CAMPUS MINISTRIES

Union is a Christ-centered University and is committed to the spiritual development of students as well as the academic, social, and emotional development. Campus Ministries exists to create and cultivate a climate on campus which is conducive to the implementation of the University's mission. Campus Ministries encourages, motivates, and engages students in spiritual development through dynamic worship experiences, small group ministries, discipleship, community service, and mission opportunities both in the United States and around the world.

#### Campus Involvement

**LIFE Groups**—Each fall hundreds of new students (freshmen and transfer students) participate in LIFE Groups. Personal spiritual growth is encouraged as these new students meet weekly with their upperclassmen LIFE Leaders for the purpose of encouragement, community building, character development, and general orientation to Christian living on the college campus.

**Klemata**—Each spring undergraduate women meet in small group Bible Studies led by upperclassmen. Klemata trains undergraduate female students at Union University in the discipline of Bible Study as the foundation for leading women to love God with their heart, soul, and mind.

**Bible Studies**—Small groups involving numerous individuals and organizations meet weekly throughout the campus for Bible study.

**Ministerial Association**—The Ministerial Association is available for students entering the preaching/pastoral ministry. This association meets monthly for the purpose of strengthening fellowship among those on campus who are committed to the gospel ministry. This association is coordinated through Church Services.

**Man-UP**—Spring ministry to the men of Union University, challenging them to grow in Biblical masculinity through a study of manhood from Genesis to Revelation.

**Faith in Practice**—Each fall a three day conference is held on campus focusing on a particular theme. Outstanding leaders from across the country speak in chapel during this week.

**Family Life Series**—This conference, held each spring, explores building healthy relationships and is led by invited guests with expertise in the area of helping others develop healthy relationships.

**Mu Kappa (Missionary Kids Fellowship)**—This fellowship is a chapter of Mu Kappa International and is open to all children of foreign missionaries. It is dedicated to the encouragement of missionary kids. All children of foreign missionaries are invited to meet with the group to share common concerns and experiences.

### **Missions/Ministry Opportunities**

**GO (Global Outreach) Opportunities**—Every winter, spring, and summer hundreds of students participate on teams of 5–20 students in local and international mission trips (GO Trips). Campus Ministries mobilizes students through spiritual, financial, and practical preparation throughout the year. Information about group mission opportunities is available each September during GO Week–Global Opportunities Week.

**GO Week (Global Opportunities Week)**—GO Week is held in September each year. During this time students are made aware of the many opportunities for missions and service throughout the year. Out of town guests, special nationwide ministries, mission organizations, and many other representatives are present to serve as a resource for what God is doing around the world through students. Also, applications and information for all GO trips are available during this week.

**Individual Summer Mission Opportunities**—There are many opportunities for students to be involved in summer missions through the Tennessee Baptist Convention, the North American Mission Board, the International Mission Board, and other mission agencies. Information about such opportunities are available in September each year. More information is available on the Campus Ministries website at [www.uu.edu/campusministries](http://www.uu.edu/campusministries).

**Missionaries in Residence**—Two families live on campus during the academic year sharing about their experiences as international missionaries through the International Mission Board of the Southern Baptist Convention. These families are a valuable resource to our University community.

**DiscipleNow Teams**—Teams of students lead DiscipleNow weekends in churches throughout the Southeast during the year. A DiscipleNow is a weekend small group retreat for young people in the homes of church members. These teams are coordinated through the Office of Campus Ministries.

### **Guidance and Counsel**

There are a number of resources available to students at Union when they want to talk with someone about a concern or problem they are facing. Students may wish to contact the Dean of the Chapel or the Director of Counseling Services. The students' personal well being is of utmost importance and all information will be kept confidential.

## **ORGANIZATIONS AND HONOR SOCIETIES**

### **Alliance Francophone**

The Alliance Francophone seeks to encourage understanding and enjoyment of the French language and to foster a deeper appreciation for French-speaking cultures.

### **Alpha Chi**

Alpha Chi is a national honor society and a member of the Association of College Honor Societies. Union's Tennessee Beta Chapter is the second oldest in the state. Membership is open to approximately the top ranking 10% of the junior and senior classes.

### **Alpha Psi Omega**

This national dramatic fraternity was founded at Fairmont State College, Fairmont, West Virginia, on August 12, 1925. The local chapter, Beta Mu, is composed of students who have been members of the Union University Players and have earned a set number of points, awarded for dramatic work. The chapter seeks to develop dramatic talent, to cultivate a taste for the best in drama, and to foster cultural dramatics.

## **Alpha Sigma Lambda**

Alpha Sigma Lambda is a national honor society for non-traditional (adult) undergraduate students. Membership is open to the top ranking 10% of the adult undergraduate class who have a minimum of 24 credit hours from Union University.

## **Alpha Tau Alpha**

Alpha Tau Alpha challenges its students to become highly effective athletic training professionals and leaders in the Christian community, incorporating both professional and spiritual growth in their life plans. It also provides an environment that fuses the medical sciences with Christian faith, ethics, and accountability in a variety of clinical settings of collegiate and high school athletics and the allied health care community. In addition, it supplies the needs of the athletic training students for a family setting while away from their traditional home.

## **American Advertising Federation – Union University**

The American Advertising Federation is an on-campus student-led advertising federation associated with the West Tennessee Advertising Federation.

## **Association for Computing Machinery**

The world is in the midst of a technology revolution with a rapid spread of computers and computer-based technologies creating a global society with immediate worldwide access. Computers are used in all areas of life including academics, industry, and healthcare. Therefore, it has become increasingly important to be aware of new computer developments. The Student Chapter of ACM seeks to present current topics in Computer Science as well as educational and job opportunities in this growing field. Club activities include guest speakers, field trips to computing industries, and social activities. Membership is open to students interested in computer-related topics.

## **Baptist Student Nursing Fellowship**

The Baptist Student Nursing Fellowship is a spiritual emphasis organization devoted to the development of the professional nurse based on a personal relationship with Jesus Christ. It is open to all BSN students. It provides Christian fellowship, professional educational programs, community service activities, and academic encouragement for members. It promotes a holistic approach of professional nursing practice based on biblical principles. Meetings are held monthly in Nursing Lab II.

## **BIOME**

Biologists in Observation of the Master's Earth (BIOME) is designed to promote all areas of Biological Science to students on Union's campus. This organization desires to provide assistance and direction to fellow students studying or interested in the field of Biology.

## **College Democrats**

The College Democrats exist to inform students of general democratic principles and values through service to the party, the community, the state and to the country so that students may make informed voting decisions.

## **College Republicans**

College Republicans is composed of students who are interested in learning the role of political parties in the political process. Members share the Republican beliefs of individual responsibility, limited government and the free enterprise system. College Republicans develop political and leadership skills in preparation for future public service.

## **Collegiate Music Educators Association**

Music Educators National Conference is a student chapter of the primary professional society for elementary and secondary music teachers.

## **Common Ground**

The purpose of common ground is to unify the campus by chipping away social barriers, raising intercultural awareness, improving communication and taking the initiative on issues relating to race, culture, and society through publications, education and conversations.

## **Debate Team**

The Debate Team competes in the International Public Debate Association against schools across the nation. The team seeks to promote excellence in public speaking, critical thinking, and argumentation. Membership is open to any full-time student.

## **Digital Media Studies Society**

The Digital Media Studies Society strives to raise awareness of Digital Media Studies by fostering creativity in an interdisciplinary environment. Membership is open to any DMS major.

## **Friends of Ethics**

Friends of ethics is a gathering place for students who are passionate about a vision of Christianity that is actively dedicated to advancing the kingdom of God here on earth. FOE also seeks to foster a lifelong love for ethics, moral issues, and service as a means to motivate students to serve Christ.

## **Honors Student Association**

The Honors Student Association is composed of students in the Interdisciplinary Honors Program. Its purpose is to provide an environment which encourages student scholarship while also promoting experiential learning. This is accomplished through discussion-oriented classes, special topics, festivals, inter-regional honors forums and conferences, and travel.

## **ink.**

The purpose of ink. is to create a community and a forum of like-minded writers who will practice the skills needed to become better writers, improve their craft, share ideas, critique new work, lead in their discipline, and learn further how the Christian faith may be practiced through writing.

## **Institute of Electrical and Electronics Engineers**

The Union University Student Branch of the IEEE desires to aid the dissemination of knowledge of the theory and practice of all aspects of engineering or of the related arts and sciences, as well as the furtherance of the professional development of its members.

## **Inter-Fraternity Council**

The Inter-Fraternity Council is an organization which maintains fraternity life and inter-fraternity relations within the University; to further sound scholarship and intellectual accomplishment; and to cooperate with the University administration in the maintenance of high social standards. The council is composed of three delegates from each chapter of the social fraternities on campus: Alpha Tau Omega, Lambda Chi Alpha, and Sigma Alpha Epsilon.

### **—Alpha Tau Omega**

—Members: Men

—Founded: Virginia Military Institute, 1865

—Colors: Blue and Gold

—Flower: White Tea Rose

—Publication: *The Palm*

### **—Lambda Chi Alpha**

—Members: Men

—Founded: Boston University, 1909

—Colors: Purple, Green and Gold

—Flower: White Rose

—Publication: *Cross and Crescent*

—Open Motto: “Naught Without Labor”

### **—Sigma Alpha Epsilon**

—Members: Men

—Founded: University of Alabama, 1856

—Colors: Purple and Gold

—Flower: Purple Violet

—Publication: *SAE Record*

## **International Justice Mission**

The International Justice Mission (IJM) is a Christian ministry led by human rights professionals that helps people suffering injustice and oppression who cannot rely on local authorities for relief. The IJM campus chapter is a student-led organization that exists to promote awareness of injustice around the world, to encourage and organize prayerful support for the victims of oppression and those seeking to bring relief, and to provide people with practical methods of actively pursuing justice.

## **International Student Organization**

The International Student Organization is open to all American and foreign students who are interested in promoting better understanding and friendship among the students of all nations represented at Union. The organization provides opportunities for educational, social and cultural exchange.

Associate membership is open to non-Union students of international cultures and interests who live within the Jackson community.

## **Kappa Delta Pi**

Kappa Delta Pi is an international honorary society for undergraduate students, graduate students, and faculty in education. The purpose of the chapter is to promote excellence in and recognize outstanding contributions to education.

## **Kappa Mu Epsilon**

Kappa Mu Epsilon is a national mathematics society. The Tennessee Gamma Chapter was chartered at Union University, May 24, 1965. Eligibility for membership is acquired by having completed at least three mathematics courses, including Calculus I, with a high grade point average. The chapter organizes programs pertaining to topics of interest in mathematics and in mathematical issues within the sciences.

## **Life 139**

Life 139 seeks to provide relief to women experiencing crisis pregnancies here in Jackson, chiefly by serving in and through Birth Choice, the local crisis pregnancy center; to provide more awareness about abortion practices; and to provide information and apologetics resources for students and the community.

## **Ministerial Association**

A Ministerial Association is available for students entering the preaching/pastoral ministry. This association meets monthly for the purpose of strengthening the ties of fellowship among those on campus who are committed to the gospel ministry.

## **MOSAIC**

MOSAIC seeks to provide a welcoming community for all students, especially ethnic minority students, which equips each member with resources, support, and meaningful opportunities to strengthen leadership and intercultural competency (Rev 7:9) through Great Commandment (Matthew 22:37-40) thinking and action. A shared governance model of roundtable representatives will govern MOSAIC.

## **Mu Kappa**

This fellowship is a chapter of the Mu Kappa International and is open to all children of foreign missionaries. It is dedicated to the encouragement of missionary kids. All children of foreign missionaries are invited to meet with the group to share common concerns and experiences.

## **Panhellenic Council**

The Panhellenic Council is an organization designed to maintain sorority life and inter-sorority relations within the University; to further sound scholarship and intellectual accomplishment; and to cooperate with the University administration in the maintenance of high social standards. The council is composed of three delegates from each chapter of the sororities on campus—Chi Omega, Kappa Delta, Zeta Tau Alpha.

### —Zeta Tau Alpha

- Members: Women
- Founded: Longwood College, 1898
- Colors: Steel Gray and Turquoise Blue
- Flower: White Violet
- Publication: *Themis*
- Open Motto: “Seek the Noblest”
- Emblem: Five-pointed crown

### —Kappa Delta

- Members: Women
- Founded: Longwood College, 1897
- Colors: Olive Green and Pearl White
- Flower: White Rose
- Publication: *The Angelos*
- Open Motto: “Let Us Strive For That Which Is Honorable, Beautiful, And Highest”

### —Chi Omega

- Members: Women
- Founded: University of Arkansas, 1895
- Colors: Cardinal and Straw
- Flower: White Carnation
- Publication: *Eleusis*
- Open Motto: “Hellenic Culture and Christian Ideals”
- Emblem: Owl

### Phi Alpha

Phi Alpha, National Honor Society for Social Work Students, Eta Phi Chapter, fosters high standards of education for social workers and invites into membership those who have attained excellence in scholarship and achievement in social work. Social Work majors with an overall GPA of 3.2 and a GPA of 3.6 in social work courses are invited to become members. Students become eligible for membership at the end of their junior year in the Social Work Program.

### Phi Alpha Theta

The Delta Psi Chapter of Phi Alpha Theta, an International Honor Society in History, was founded in 1953 making it the 119th chapter in the society and the first in the state of Tennessee. Students who have had twelve semester hours of history and who have a minimum GPA of 3.1 in history and 3.0 in two-thirds of the remainder of their work are eligible.

### Phi Beta Lambda

Phi Beta Lambda, the national honorary business fraternity, is open to those students interested in careers in business and having a grade point average of 2.0 or above. The goals of the organization are to promote the free enterprise system on which the American economic system is based and to create a better understanding of the business world. The fraternity strives to develop better leadership qualities among its members in order to ensure greater success in their future of business.

### Phi Mu Alpha Sinfonia

The primary purpose of this Fraternity is to encourage and actively promote the highest standards of creativity, performance, education and research in music in America. Further purposes shall be to develop and encourage loyalty to the Alma Mater, to foster the mutual welfare and brotherhood of students of music, to develop the truest fraternal spirit among its members, and to instill in all people an awareness of music’s important role in the enrichment of the human spirit. Eligibility shall be open to all male students, faculty and staff members.

### **Phi Theta Kappa Alumni Association**

Phi Theta Kappa Alumni Association seeks to promote the continued academic excellence of Phi Theta Kappa members and to promote the growth of the Phi Theta Kappa alumni association at Union University.

### **Pi Kappa Lambda National Music Honor Society**

Pi Kappa Lambda National Music Honor Society elects outstanding juniors and seniors to membership on the basis of musicianship and scholarship.

### **Psi Chi**

Psi Chi is the National Honor Society in Psychology founded in 1929 for the purposes of encouraging, stimulating, maintaining excellence in scholarship, and advancing the science of psychology. Membership is open to majors who have completed 3 semesters, including 9 semesters hours in PSY courses with a CUM GPA of 3.0 and PSY GPA of 3.5.

### **Psychology Club**

The Psychology Club is open to majors/minors who have completed at least 3 hours of Psychology with an overall GPA of 3.0. Its purpose is to provide information regarding graduate school and job opportunities; to provide information about and encourage the reading of current writings in the field; to encourage association among Psychology students that will strengthen the Department; and to promote scholastic achievement in Psychology.

### **Public Relations Student Society of America**

Union University's PRSSA chapter provides public relations/advertising majors and minors practical experience in the field. In keeping with the chapter's motto "make connections, gain experience, see the future", PRSSA members work with local clients, take professional development trips, participate in professional networking opportunities and are eligible for \$20,000 in annual competitive scholarship awards.

### **Rutledge Honorary History Club**

This club is composed of students interested in history. It was founded in 1929 to stimulate the study of history. Membership by invitation is offered to History majors and minors and to a select number of students who have completed three semester hours of history with a grade point average of 2.5. This club aims at encouraging higher standards of scholarship among its members.

### **Sigma Alpha Iota**

Sigma Alpha Iota is an international professional music fraternity. Gamma Sigma Chapter is composed of women taking courses leading to a Bachelor of Music Degree or the Bachelor of Arts Degree with a major or minor in music. Women who have completed at least one credit hour of music classes at Union may also join. Membership is based on excellence in scholarship and musical ability.

### **Sigma Delta**

Sigma Delta evolved from Union's Physical Education Club and was officially chartered in the Fall of 1987. Founded at Morehead State University, Sigma Delta seeks to recognize and provide valuable learning experiences for deserving students who are majoring or minoring in Health, Physical Education, or Recreation. This co-educational fraternity accomplishes this goal through sponsorship of several health-related service projects. Membership is based upon the completion of at least fifteen hours of course work with an overall GPA of 2.75 or above and the completion of at least seven hours in Health, Physical Education, and Recreation with a minimal 3.25 GPA. Four of these hours must be in non-activity courses.

### **Sigma Pi Sigma**

Sigma Pi Sigma is the National Honor Society in Physics, open to all students who have taken at least 3 courses applicable to a physics degree with a 3.0 overall GPA in those courses. Students must also have a minimum overall GPA of 3.0. Sigma Pi Sigma exists to honor scholarship in physics, represent physics to the public, encourage interest in physics, represent physics to the public, encourage interest in physics, and provide a fellowship for persons who have excelled in physics. Sigma Pi Sigma is the honor component of the Society of Physics Students (SPS).

## **Sigma Tau Delta**

This national English honor society recognizes students who have realized accomplishments in either the English language or literature. The motto is “Sincerity, Truth, Design.” Union University’s chapter Theta Omicron was organized in 1979. Declared English majors and minors who have completed at least three semesters of University study and two University courses in literature with a B average are eligible for membership.

## **Sigma Theta Tau**

Nu Lambda is a chapter of Sigma Theta Tau International Nursing Honor Society. The purposes of this society are to: recognize superior achievement, recognize the development of leadership qualities, foster high professional standards, encourage creative work, and strengthen commitment to the ideals and purposes of the profession. New membership is open to baccalaureate and masters students. Membership is open to BSN students who have completed one-half of the upper division nursing curriculum, achieved a 3.0 GPA, and rank in the top 35% of their class. Membership is open to MSN students who have achieved a 3.5 GPA or greater, have completed 10 hours or more in graduate studies. After graduation students continue their membership in the society as alumni.

## **Social Work Reaches Out**

The Student Association of Social Workers (SASW) is for students majoring in social work and for those interested in social work. The organization assists in developing professional social work identity and provides an opportunity to be involved in volunteer community social service. Social service opportunities include child mentoring and advocacy, nursing home activities, community organizing, and resource development. The organization gives students regular opportunity to interact with others having similar interests.

## **Society of Physics Students**

The purpose of the Union University chapter of the Society of Physics Students is the advancement and discussion of physics, the encouragement of interest in the field throughout the academic and local community and the introduction of students to the professional community.

## **Sociologists in Motion**

The purpose of this club is to provide Sociology majors and minors an avenue for fellowship, sociological networking, and guidance in the field of Sociology. Sociologists in Motion open up the field of Sociology to perspective students and undecided majors of the University and demonstrate Christian love through ministry opportunities.

## **Student Activities Council**

The Union University Student Activities Council is committed to providing an exciting program of activities which seeks to promote fellowship, community, and fun among the student body. This student-led organization seeks to serve Christ first, by serving others.

## **Student Affiliates of the American Chemical Society**

This chapter offers opportunities for students of chemical science to become better acquainted, to secure the stimulation that arises from professional association, to obtain experience in preparing and presenting technical material, to foster a professional spirit among the members, to instill a professional pride in the chemical sciences, and to foster an awareness of the responsibilities and challenges of the modern chemist. Membership is open to any student pursuing an undergraduate degree in the chemical sciences.

## **Student Nurse’s Association**

NSNA is the largest health professional student organization in the United States. Union University’s chapter started in February, 1986. It is open to all Pre-Nursing and BSN students. Purposes of the organization are to assume responsibility for contributing to nursing education in order to provide for the highest quality health care; to provide programs of professional interest and to aid in the development of the whole person. Community involvement and scholarship opportunities are available. The chapter meets monthly with additional opportunities for state and national meetings.

## **Student Tennessee Education Association**

The Frank L. Wells Chapter of the Student Tennessee Education Association is composed of education majors and minors who are preparing to teach. Its purpose is to offer its members all the opportunities, responsibilities, and privileges of the National Education Association and the Tennessee Education Association. Membership in this pre-professional organization is strongly urged by the faculty of the Education Department. Through STEA students are acquainted with the history, ethics and program of the organized teaching profession, as well as special projects benefiting students, faculty, administration, area schools, and other members of the community.

## **Students In Free Enterprise (SIFE)**

SIFE is a team of students teaching the community how market economics and businesses operate. It is a partnership between higher education and business building career connections between college students and the business community. Students must be nominated by a faculty member followed by a personal interview and recommendation of the interviewing committee to the faculty sponsor.

## **Union Broadcasting Society**

The Union Broadcasting Society exists for students interested in the broadcasting field. The Society plans to become affiliated with the student chapter of Radio and Television News Directors Association (RTNDA) and Alpha Epsilon Rho, a professional broadcasting fraternity. UBS produces Jackson Tonight!, a half-hour television magazine aired on local stations as well as producing a syndicated game show and Union's basketball games. The Society seeks to strengthen students' contacts with professionals in the broadcasting industry.

## **Union Pre-Law Society**

The Union Pre-Law Society provides information regarding law school and job opportunities in the legal field and encourages the study of all facets of the law.

## **Young Alums**

Young Alums works closely with the Office of University Relations to plan annual milestone events for each class and to foster and grow school pride.

## **STUDENT PROGRAMS**

### **Office of Student Programs**

The Office of Student Programs hosts student-wide on-campus events including concerts, Family Weekend, and Homecoming events. It works with the Student Activities Council to provide on-campus and off-campus events. Our hope is to build community at Union University through recreational and culturally relevant activities which enhance your University experience. Some of the things we do include:

**Family Weekend**—Each October your family has the opportunity to spend the weekend with you and enjoy a taste of campus life. The weekend is highlighted by the All Sing competition, Union varsity and intramural athletics, great food and fellowship. This year's Family Weekend will be on October 2-3, 2009.

**Concerts**—Major artists include: Phil Wickham and Charlie Hall, Shane & Shane, Sara Groves, Dave Barnes, Union Alum Chris Rice, Nicole Nordeman, Derek Webb, Bebo Norman, Bethany Dillon, Jeremy Camp, Caedmon's Call, and Andrew Peterson. The office also seeks up and coming artists, including Anathallo, Matthew Perryman Jones, Katie Herzig, Wild Sweet Orange, and Jamie Barnes.

**Student Activities Council (SAC)**—SAC is comprised of 25 students who have a passion for planning campus events such as the annual variety show, movie nights, game shows, and community service projects like the Carl Perkins Christmas Party for abused or neglected children. SAC recruits new members every September. We welcome your application!

## **RESIDENCE LIFE**

### **“A COMMUNITY OF CARING”**

An astonishing fact is that 91% of a college student’s time is spent OUTSIDE of the classroom! There, outside of the classroom, an awesome Residence Life staff daily provides on-going friendship and Christ-centered, student-focused programs for each resident to delve into!



*Photo by Beth Spain*

*Chemistry major Jill Frank and biology major Carrie Moore study in the courtyards in the Quads.*

## **RESIDENCE LIFE**

### **Residence Life Mission Statement**

Residence Life fosters the integration of faith and living by promoting the development of the whole person through co-curricular activities and providing a safe environment in a caring community.

### **RESIDENCE LIFE PHILOSOPHY**

The Union Residence Life Experience is founded on solid pillars of time-tested, scripturally-based community values: (1) the worth of each individual, (2) self-discipline, (3) personal integrity, (4) respect for community authority, and (5) respect for property and the environment.

Over 1,100 students from many different backgrounds/cultures live within this Residence Life community of caring. Opportunities abound each day for students to integrate their faith and their behavior as they develop a genuine respect for other students’ needs and interests, build lifelong friendships, practice healthy communication/conflict resolution skills, and utilize leadership skills.

### **RESIDENCE LIFE GOALS**

Residence Life’s commitment to the mission, vision and values of Union University is evident through the following goals:

- To provide a Christ-centered, excellence-driven, people-focused, and future-directed approach to students, faculty, staff, and guests of the University
- To provide opportunities for the development of the whole person through co-curricular educational programs/activities
- To provide professional staff and services to meet the developmental needs of each resident
- To provide a “community of caring” through Christ-centered behavioral values and redemptive discipline

## RESIDENCE LIFE STAFF

### Director of Residence Life

The Director of Residence Life provides vision and leadership for the Residence Life staff, students and goals. The director is a full-time professional dedicated to student development, professional excellence and ministry to students.

### Residence Directors

The four residence directors are full-time professional staff dedicated to student development and the overall administration of the Residence Complexes. They are available for leadership training, college-life information, counseling, and assistance to students learning to integrate their faith and behavior in relationship to God and others.

### Resident Staff Advisors/ Resident Advisors

A team of over 30 students known as RSA's and RA's serve as community-builders and catalysts for creating a fun, living-learning environment in Residence Life. Each upper-class student serving in this role has undergone an extensive interview/training process and been chosen because of their desire and ability to serve their fellow students. It is their passion to build a community of respect for God and others and to be a source of encouragement for their peers as they adjust to living in a college environment with over 1,100 other students.

## HOUSING CONTRACT

Union's Housing Contract is for the FULL ACADEMIC YEAR and is a legal and binding document between the student and the University. Therefore, all *Request for Approval to Live Off-Campus* forms must be submitted two weeks PRIOR to housing sign-ups for the Fall semester.

### Part-time Resident Students

All residential students (single or married) must remain full-time students (registered for at least 12 credit hours) and actively attending classes. If a student drops below 12 credit hours and desires to live on-campus, he/she must present a request in writing to the Director of Residence Life. In addition, the University reserves the right to remove a student from Residence Life if he or she is not attending classes or the Dean of Students has evidence that passing all courses remaining in the semester is no longer possible.

## HOUSING POLICY

Union University recognizes the experience of residential living as a valuable part of students' education by providing opportunities to integrate their faith with their daily living, develop servant leadership abilities and build lifelong friendships. Therefore, Union is a residential University that requires all unmarried, full-time, undergraduate students to live on campus. Students may apply to live off campus if they will be 21 years old on or before September 1 of their senior year. Juniors who turn 21 are not eligible to live off campus until their senior year.

The Residence Life Staff feels it is very important for college freshmen to live with other freshmen during their first year at Union. For this reason, the University tries to prevent one freshman from living in an apartment with all upperclassmen. In some cases it may be acceptable to assign a freshman with three upperclassmen in an apartment if **all four** have requested to live with each other. In this case, the freshman must (1) have paid their housing deposit early and (2) have listed on their Residence Life Application the names of those upperclassmen. Exceptions will be left to the discretion of the Resident Director.

If the count drops below four occupants for an apartment, the Resident Director has the discretion to place another student in that apartment. It is for this reason that students must select their roommates wisely and work diligently in solidifying plans for their housing arrangements **before** the housing sign-up process.

If a bedroom is not occupied it must remain closed for the duration of the semester. Students may not contract vacant rooms for any reason.

## OFF-CAMPUS POLICY

Every student (including new freshmen and transfers) who is considering living off-campus must FIRST (1) obtain a *Request for Approval to Live Off-Campus* form from the Office of Residence Life, (2) submit the completed request to the Director of Residence Life at least two weeks prior to housing sign-ups, (3) wait for the Director of Residence Life, Assistant Dean of Students, and/or the Appeals Committee to review the request and notify the student of their decision. Students will receive a letter approving or denying the request from the Office of Residence Life within two weeks of the request (unless the Appeals Committee must meet to determine your eligibility.)

Students who wish to live off-campus must meet one of the following qualifications and indicate it on their *Request for Approval to Live Off-Campus*:

- student will be living at home with his/her parent(s) or guardian.
- student will be at least 21 years old on or before September 1 of the academic year for which he/she is requesting to live off-campus.
- student has an extreme health condition and a doctor's mandate for living off-campus.
- student is a part-time student.
- student is married.

A student who does not meet one of these qualifications to live off-campus listed above but feels he/she has extreme extenuating circumstances that deserve consideration for off-campus residency can complete a *Request for Approval to Live Off-Campus* form for the Appeals Committee to review. In addition to completing a *Request for Approval to Live Off-Campus*, the student must attach a personal letter to the Appeals Committee detailing the student's circumstances which deserve consideration to live off-campus. After the Appeals Committee reviews the student's request to live off-campus, the student will be contacted about the official approval or denial of their request. Any student who signs a housing contract at the beginning of an academic year, but whose appeal is granted to live off-campus for Spring will still be breaking his/her housing contract and will forfeit his/her \$100 housing deposit.

### Consequences for Violating Union's Housing Policy

Any student who lives off-campus during Fall or Spring Semesters and has not completed a *Request for Approval to Live Off-Campus* form or has not been approved by the Appeals Committee will be charged a housing fee of \$2,670 each semester the student does not honor the University housing policy.

## 2009-2010 HOUSING PRICES

### The Quads:

- \$2,995 for each Fall or Spring semester
- \$495 Winter Term or Summer Term housing is available
- \$2,670 for a single bedroom in Warmath 1 or 2
- \$2,136 for a double/shared bedroom in Warmath 1 or 2

### Heritage Residence Complex:

- \$2,670 for each Fall or Spring semester
- \$435 for each Winter Term or Summer Term

### Warmath Family Housing:

- \$620 per month plus utilities

### Warmath Undergraduate Housing:

- \$2,670 (single bedroom) for each Fall and Spring semester
- \$2,403 (double bedroom) for each Fall and Spring semester

**Note: All students living in residence complexes are required to purchase a minimum Block (100) Meal Plan during Fall and Spring semesters and Block (25) Meal Plan during January, June and July**

## **THE RESIDENCE COMPLEXES**

### **Residence Complexes for Single Students (Traditional, Undergraduate)**

Residence Life for single students is uniquely arranged in apartment style housing featuring a private bedroom for each individual student age 23 or under. Each apartment includes four private bedrooms (three bedrooms in the Handicap accessible apartments).

The following is some general information about on-campus housing at Union:

- Each apartment on campus is furnished with a couch, chair, coffee table and end table, and the apartments in the Quads (and Dodd and Grey in Heritage) have a four-shelf bookcase.
- All apartments on campus have central heating and air conditioning, and venetian blinds to cover all windows.
- All apartments on campus have a small kitchen. These include a refrigerator, stove/oven, shelves, and cabinet. Microwaves are provided in the Quads.
- The Quads have two bathrooms in each apartment (one bathroom in the Handicap accessible apartment) with a shower, toilet, mirror, and sink in each. There is also shelving in one bathroom in each apartment that should be shared by all four roommates. Shower curtains are provided. (The left-side bathroom in all downstairs apartments is a hurricane-strength storm shelter.)
- Each apartment in the Quads also includes an energy-efficient washer/dryer unit.
- Each apartment in the Quads and Heritage has a two-way intercom system for communication and emergency notification. Due to the high volume of students with cell phones, the Quads apartments do not have land lines.
- Each bedroom in Heritage and the Quads has an internet port as well as wireless internet access.
- In Heritage Residence Complex each apartment has one bathroom with a tub, toilet, mirror, and sink with cabinet space below. Shower curtains are provided.
- In Heritage Residence Complex there is a personal phone line with voicemail capabilities in each bedroom, as well as an internet port near the desk.

Heritage Residence Complex has a lobby area (McAfee Commons) that contains comfortable seating areas, TV's, a kitchen, vending machines, a laundry room, a computer lab, an upstairs study loft, a game room, the Residence Life Staff offices, and the Residence Director's office and apartment.

### **The Quads Residence Complex**

The Quads house 745 male and female students (in separate buildings). The Quads (Ayers, Hurt, Watters, and Grace) are located directly off of Walker Road.

#### **Women's Quads Residence Director: Ema Vanclave**

Office Number: 731-661-5012

Email: [evancllea@uu.edu](mailto:evancllea@uu.edu)

#### **Men's Quads Residence Director: Luke Pruet**

Office Number: 731-661-5020

Email: [lpruett@uu.edu](mailto:lpruett@uu.edu)

### **Heritage Residence Complex**

The Heritage Residence Complex houses 404 male and female students (in separate buildings). Heritage Residence Complex is located on the north end of campus, east of the Quads. The complex consists of a Commons building and 11 apartment buildings: Craig, Dehoney, Dodd, Grey, Jarman, Lee, Paschall, Pollard, Rogers, Sullivan, and Wright.

Heritage also houses our University guest suite in the Commons building.

**Heritage Residence Director: Ashley Jackson**

Office Phone: 731-661-5148 (office located in McAfee Commons)

Email: [ajackson@uu.edu](mailto:ajackson@uu.edu)

**Heritage Assistant Residence Director: Blake Pennington**

Email: [bpsenning@uu.edu](mailto:bpsenning@uu.edu)

**Warmath Residence Complex**

Warmath Residence Complex consists of four buildings, two of which house traditional undergraduates and two which house non-traditional students.

**Residence Complex for Families and Non-traditional Students****Warmath Family Housing**

Warmath Family Housing consists of students who are married, students with children, students who are non-traditional age and graduate students. Each Warmath Family Housing apartment consists of two bedrooms and a living room (unfurnished), a kitchen (with a refrigerator and stove), and a bathroom. A separate laundry room for Warmath residents is located behind the Warmath apartments. Housing in Warmath Family Housing is obtained by application through the Residence Life office.

**RESIDENCE COMPLEX GUIDELINES/STUDENTS' RESPONSIBILITIES****Advertising**

Prior to hanging posters or other advertising materials in the Residence Complexes, students must obtain the poster guidelines as well as permission from the Residence Director of their complex.

**Announcements**

Out of respect for students' privacy, only announcements concerning Residence Life activities and Emergency/Safety information will be made in the Residence Complexes.

**Commons**

Residents and guests of all residential students may relax in the Commons and watch TV, play board games, study, cook, meet friends, and obtain basic medical supplies. In Residence Life, public areas such as the Commons, bathrooms, study rooms, computer labs, meeting rooms, kitchens, and TV areas are provided for the use of the resident students, not the general public. The furniture and newspapers in these public areas must remain in the Commons. Kitchens must be cleaned after use. Removal of these furnishings would be considered theft from the University and would be handled by the University judicial system. Programming provided by the Residence Life staff in the Commons is for all Union students. All requests for use of the Commons for other Union-sponsored events are to be taken to the Residence Life staff for their approval and will be at their discretion.

Equipment and furnishings provided in the Commons should be treated with respect while keeping others in mind, specifically in the areas of noise and cleanliness.

Washers and dryers are located in McAfee Commons area as well as in each apartment in the Quads. Clothes should be removed from the washers and dryers as soon as the cycles are completed. The University does not assume responsibility for any clothes left in the washer/dryer. Any theft of personal items should be reported to the Commons office and an incident report filed.

The RD office and RA desk are for the use of the Residence Life staff. An intercom and lobby phone are provided in the Commons to assist residents and guests in contacting students.

Bulletin Boards in the Commons are for student use. The staff encourages each student to stop and check the Bulletin Boards as important academic, social, and housing information are posted there.

## Curfew Hours

In order to encourage freshman to build new relationships with their roommates and to establish good time-management habits, freshmen have a “freshman curfew” for the first week of school. During that week, freshmen are to be in their apartments (not in another student’s apartment, the Commons, or off-campus) by 11:00 pm each night of freshman curfew and remain there for the rest of the night. Their Resident Advisor will come by their apartment after 11:00 pm to visit briefly and answer any questions freshmen may have. After the first week of school, curfew for freshmen becomes the same as it always is for upperclassmen, which is 2:00 am. At that time, all residents must be in their Residence Complex and any non-residents who are not registered as guests must be off-campus.

## Decorating and Furnishing Guidelines for University Apartments

**Decorations—The University’s apartments/bedrooms may be decorated only within University guidelines and in such a way that reflects Union’s five Community Values.**

The following describes a few specifics that will help students personalize their apartments while at the same time avoiding any damage to the apartment which could result in charges for the students.

Apartments may NOT be painted or wallpapered (including borders). Counter tops and desks are not to be covered in contact paper; however, cabinet drawers may be lined with drawer liner. Candles, incense, halogen lamps and live Christmas trees/garland are prohibited due to the fire hazard they have proven to be. If found, there will be a \$25 safety violation fine. Road signs/business signs and permanent decals are not to be placed anywhere in the apartment (including windows). Posters or any other items with questionable content, alcohol or tobacco references are not permitted. ALL repairs to the apartment must be made by Facilities Management which means **residents may NOT do any repairs** or perceived “improvements” in the University’s apartments.

Suggested decorative items include a small desk lamp, pictures/posters, and curtains. Pictures/posters may be hung on the walls using size 4 finishing nails.

**Equipment/Intercom/Appliances—**An Intercom is located in each apartment and is used in emergencies to warn students of tornado, fire, etc. Tampering with the intercom in any way will result in a fine and cost of repairs. Free, filtered cable access is available to all students in their living room. Music and televisions are to be kept at a volume that is not disturbing to others. **Electric cords may NOT be “duct-taped” to the floor** because of the adhesive it leaves behind which ruins the carpet. A small roll of “cord-keeper” may be purchased at the local hardware store and used to cover cords and prevent tripping over them. Microwaves and toaster ovens may be brought; however, deep fryers, and hot plates may not be used. The University provides each bedroom in Heritage Residence Complex with free local phone service and, voicemail; however, residents must supply their own telephone.

**Furniture—**All apartments are fully furnished. **All of the original apartment furniture is inventoried and must remain in its assigned apartment throughout the semester.** Additional furniture is limited to a table and chairs, one living room chair, and an entertainment center. Because of fire safety guidelines, furniture must not block any exit path routes. Your R.D. can assist you with what types of furniture are acceptable to add to your apartment, and all personal furniture must be removed at check-out if the student is not living in that apartment for the summer. The Office of Residence Life reserves the right to ask residents to remove any extra personal furniture.

## Door Opening

The Residence Life Staff will not open doors to apartments or bedrooms for other students who do not live there without the verbal consent of the occupant of that apartment/room.

## Gates

**Campus Entrance Gates—**Pleasant Plains, Country Club and Union University Drive entrances will close at 11 pm each night. Entry into campus will be limited to the Walker Road/Welcome House entrance. After curfew every vehicle entering will be stopped and all occupants will be asked for identification.

## **Guests of Residents/Overnight Visitors**

All overnight visitors must be over 12 years of age, the same sex as the person with whom they are spending the night and registered in the commons as a guest. Students must register overnight guests by midnight in the commons office. Out of consideration for all roommates, guests (including commuter students) may not register for more than two consecutive nights not to total more than five in a semester or term.

Overnight visitors who are not registered will not be allowed to enter campus after curfew. Guests who are not registered can also expect the cost per night to be \$15/night. Residents are responsible for registering their guests, for the behavior of their guests and therefore for letting guests know of the community values of the University. The University reserves the right to exclude off-campus visitors from the residential areas and/or campus.

There are to be no overnight visitors during exam week.

## **Illness**

If a resident is sick he/she should inform the Residence Director and contact Health Services for assistance. Health Services, in the Student Union Building, offers various services to all students. The R.A. or Residence Director can also assist students with minor illness with the First Aid kit that is located in each of the Commons.

## **Insurance (Renter's Insurance for Student's Personal Property)**

It is the responsibility of the student to insure all personal property he/she brings to Union University with renter's insurance. Union University is not responsible for the loss, theft, or damage of any kind to a student's personal property, regardless of circumstances.

## **Maintenance Issues**

If a resident finds a maintenance problem with his/her room, apartment or furnishings, he/she must go to the Commons and the Resident Advisor will assist in filling out a maintenance request. If the problem is not fixed in a timely manner, please notify/alert the Residence Life staff before filling out another form.

The complexes are sprayed regularly as part of a University plan for pest control. Residents can assist this problem by taking out the trash, properly storing food, and cleaning their apartments.

Please do not place stepping stones in the grass outside of your apartment. Stepping stones will be removed if found because of the damage they could cause to lawn care equipment.

Please refrain from flushing food down the toilets in the Residence Complexes or dumping it out the windows. Disposing of food in an inappropriate way could cause physical or aesthetic damage or invite a significant pest problem.

## **Networking**

One apartment in each building in Heritage Residence Complex has a computer networking cabinet in the living room. Tampering with this expensive equipment in any way (including placing stickers or magnets on the cabinets) will result in a minimum \$100 fine and/or probation.

## **Non-Open Visitation**

To aid in the security of our students, all non-Union, non-family guests of the opposite sex are required to check-in at the Commons. Visiting the apartments of the opposite sex is prohibited unless prior permission is granted by the Residence Life Staff, or it is during designated Open Visitation Hours. Residents may not be at the door/window, on the porch, the sidewalk that leads to the porch, or the stairway of the opposite sex. Parents of the opposite sex may visit their daughter/son in their apartment during non-open visitation hours provided they first check in at the Commons office.

Residents are expected to let the Residence Director and/or commons RA know if a person of the opposite sex is in their apartment during non-open visitation hours, or they will be held responsible for that guest, regardless of who the guest is visiting. Students who have visitors or are visiting the opposite sex in their apartments/rooms after visitation hours will have a Values Violation Sanction. Bedroom doors are to remain open during Visitation Hours.

## **Open Visitation**

Open visitation hours are Friday 2 pm–10 pm; Saturday 2 pm–10 pm; Sunday 12 noon–6 pm. Visitation is only permitted in the living room and kitchen areas. **No mixed gender visitation is allowed in the private bedrooms even if the door is open.** It is the responsibility of the student to keep track of time and leave immediately when open visitation is over. Holidays/Special Events open visitation is 2 pm – 10 pm unless otherwise noted.

## **Parking**

Parking in the residence complex lots are reserved for resident students. Parking permits are issued through the Office of Safety and Security after verification of current car insurance.

## **Pets**

Pets and other animals (including fish) are not permitted within the apartments or complexes for any reason, even temporarily. This includes pets of visiting family or friends.

## **Phone Availability (landlines)**

Beginning January 2010 or shortly thereafter, students will use their personal cell phones in both the Quads and Heritage complexes. The Heritage landlines will be disconnected.\* Each apartment is equipped with direct intercom access in case of emergency. \*Only the Heritage buildings of Grey and Dodd as well as the Warmath apartments will continue to have working landlines after January 2010. Students in these apartments may bring a landline phone if they wish.

## **Quiet Hours and Courtesy Hours**

Quiet hours are 10 pm to 10 am. Every effort is made to maintain an atmosphere which is conducive to study and sleep. During these times residents must keep stereos, TV's, voices, etc. at a level that cannot be heard outside their apartment.

“Courtesy Hours” are in effect at all times. Whenever requested, residents must turn down any noise. The right to sleep or study always takes precedence.

24 Hour Quiet Hours are during exam week.

## **Recycling**

Union recycles! Each apartment is stocked with blue bags under the sink. Please use one bag for clean office paper and one bag for empty aluminum and empty plastics which have a #1 or #2 inside the “triangle” recycling symbol. The aluminum and plastics can be combined into one bag. Downstairs residents, please leave your bags outside your apartment door before 10:00 am each Monday. Upstairs residents, please bring your recycling bags downstairs and place them underneath the stairwell each Monday before 10:00 am. Please do not use these bags for any apartment trash. Extra blue recycle bags are available free of charge in the Commons.

## **Room Checks**

All Roommates are responsible for the care and cleanliness of their apartments and respective bedrooms. Approximately once a month the Residence Life staff will go into student apartments to inspect fire extinguishers, intercoms, and emergency instruction sheets, as well as the apartments and bedrooms for maintenance issues as well as cleanliness. (There should be no trash, open food, unwashed dishes, maintenance needs, and alcohol or other Community Values violations.) Twenty-four hour notice will be given prior to regular room checks.

Also, the Residence Life staff will periodically need to enter students' apartments to leave official notices concerning housing sign-ups, Residences Complex closings/openings, etc.

## **Room Searches/Seizures**

The University has the right to enter a student's room and/or vehicle at any time to maintain facilities, maintain the safety of residents and to investigate suspected violations of Community Values. No search will be made without the Dean of Students, Assistant Dean of Students, Director of Residence Life or Residence Director being notified. The search will be conducted in the presence of a Residence Director and/or other persons designated by the Dean of Students or Assistant Dean of Students. The University also has the right to elect the use of a search warrant by the Police. University representatives have the right to confiscate any items prohibited by University policy. Items may be returned at the discretion of the University representative.

## Sunbathing

Sunbathing (in bathing suits) is not allowed anywhere on Union's campus.

## Walking/Running

Please be sure to wear reflective gear and/or light colored clothing when walking or running on campus at night.

## Welcome House (Security Gate House)

The Welcome House and Gate is located at the main entrance to the residence complex parking lots. All other entrance gates (Pleasant Plains, Country Club, and Union University Drive) will be locked at 11 pm. The Welcome House is staffed beginning at 11 pm each night. At that time the gate "arm" will be down. Each car entering resident parking must show a current resident parking sticker to enter. After curfew every vehicle entering will be stopped and all occupants will be asked for identification. Each student will then have to sign in as late for curfew with the officer in the gate house. Non-residential students and non-registered guests will not be allowed to enter campus after curfew. This is a safety precaution initiated by the increased problems from non-Union, non-resident persons. The gates re-open by 6:00 am.

## MOVING IN, CHECKING IN AND LOGISTICS

### Check In

Advance notification through the University *Catalogue* and official calendar will be given of the scheduled date and time for housing Check-In each semester or term. The Residence Directors, Resident Staff Advisors and Resident Advisors will be available to greet and guide residents through the check-in process.

- 1) Residents will be required to fill out an Emergency Information Card with medical insurance information and policy numbers.
- 2) Each resident is given a Room Condition form assessing the state of their entire apartment. Once the student goes to their room they should look to see if there are damages or items not recorded on their form and immediately return to the Commons Office and have them recorded on the original form.
- 3) Each resident will be given a Housing Contract to sign. **This is a legal and binding document between the University and the student for the full academic year stating the University's rights and the student's responsibilities.** It is important that the student read this thoroughly before signing.
- 4) Each student will be issued key(s) for the apartment front door (which locks automatically) and for the individual's bedroom. It is the student's responsibility to maintain the issued key(s), report any losses, and use them in a responsible manner. Students must remember that they live with other students who are depending on each other for the safety of their apartment. For security reasons, if a resident loses their keys they will be charged \$50 to replace a key, and \$125 if the core needs to be replaced and new keys made for all roommates.

### Early Arrivals

The Residence Life staff understands that many students need housing arrangements during University breaks (Thanksgiving break, Spring break, etc.) when the Residence Complexes are closed. In order to stay during these breaks, students must sign up on the Holiday Housing roster which is posted in each Commons before the complexes close and adhere to any other guidelines laid out by the Residence Life staff. Also, students are not allowed to move in early for any semester. If a student has extenuating circumstances and feels they need to move in early for any reason, they must contact their Residence Director in order to request to move in early and to find out the guidelines they will be required to follow. A \$50 early arrival fee, plus \$10 per night, may apply. If a student must stay for official University business anytime the Residence Complexes are closed, they must have a faculty or staff advisor fill out the appropriate Early Arrival/Late Departure form, which can be obtained from the Office of Residence Life.

## Room Changes

Students wishing to change rooms during the semester because of extenuating circumstances must **FIRST** receive permission from the Residence Director. All moves must be coordinated through the Residence Director **PRIOR** to moving rooms. All paperwork must be completed before moving rooms. Failure to follow procedures will result in a \$50 fine.

## Check Out

At the end of the contract period, each student must complete the following steps in order to check out successfully and avoid penalty.

1. Sign up for a check out appointment at the commons office.
2. Restore the walls, ceilings, doors, windows and furnishings to their original state by removing decorations and the finishing nails that hold them up.
3. All drawers must be empty and dusted.
4. All personal property must be removed, including trash. There is a fine of \$10 per bag of trash left in an apartment after check out.
5. Windows must be locked, air conditioner/heat turned to "Auto," temperature set at 72 and lights off.
6. Turn in your key(s) and sign the key card. There is a fine up to \$75 for keys not turned in.
7. Sign the Room Condition form.

Failure to complete these steps at check-out can result in a \$50 fine over and above any other fines for damage, cleaning, keys, loss of deposit, etc.

## Housing Contract

Each resident must sign a housing contract at check-in. Upon signing, each student is accepting the rights and responsibilities outlined in the *Campus Life Handbook* and *Catalogue for a full academic year*. This is a legal and binding document between the University and the student stating the University's rights and the student's responsibilities for a full academic year. All full-time students will be held to their lease. It is important that the student read this thoroughly before signing. If a residential student is not attending classes, they will be withdrawn from Residence Life.

If a student or his/her belongings are occupying a bedroom during the academic year, the housing contract requires that the student be charged accordingly for the full cost of the bedroom per semester.

## Housing Contract Period

The residence contract period begins the first day of the term and ends for the resident student at 5:00 pm on the posted closing day. Departure for seniors is noon the day after Commencement. Students who remain beyond these times will be assessed a charge.

The period of occupancy of the housing contract does not include: Christmas holidays, Spring Break, or the Summer Terms. These times are to be contracted individually as needed with the Residence Directors at \$10 per night.

## Housing Deposit

A one-time housing deposit of \$100 is paid by each new incoming student for room reservation in the Residence Complexes. In case of cancellation of reservation, all of the deposit will be refunded if the cancellation is made by May 1 for Fall Semester, November 15 for Winter Term, December 1 for Spring Semester and May 1 for Summer Terms. **NO REFUND WILL BE GIVEN ON CANCELLATIONS MADE AFTER THESE DATES.** If a student is not accepted for admission, all the deposits will be refunded.

**Returning Students:** If a student is graduating or moving out of the residence complex permanently, notice must be received by **June 1<sup>st</sup>** to receive a refund on their **\$100 Housing Deposit**. Housing Deposit refunds are not given for students moving out mid year because the Housing Contract is for the full school year (fall & spring semester). Reimbursement of all refunds will be made through crediting the student's account in the Business Office.

## **Housing Refunds**

Please refer to the Undergraduate Academic Catalogue. If a student follows proper procedure for withdrawing from all classes, refunds on housing charges will be pro-rated to the end of the week in which the student withdraws up to day 25.

## **Meal Refunds**

Meal refunds will be calculated at the higher of the amount prorated to the end of the week in which the student withdraws or the number of meals used over the total of meals in the student's meal plan.

## **Housing Sign-Ups**

Each spring a Housing Request Form for the next academic year will be distributed to each residential student. All deadlines pertaining to housing sign-ups are final. Any problems with deadlines or procedures should be cleared with the Resident Director prior to the beginning of the housing sign-up process. Failure to hand in a Housing Sign-Up Form by the end of housing sign-ups will result in a \$25 fine.

## **Room Assignments and Room Changes**

Room assignments for new students are made by the Directors of each complex prior to the opening of the Residence Complexes. Student requests are honored if possible. Priority is given to previous occupants who have gone through the sign up process and have turned in their housing forms prior to the deadline. Returning students must be registered for the next semester's classes before they can sign up for housing. Freshman and transfer requests are prioritized by the date of their housing deposits. A housing deposit must be received before a room assignment can be made. A Housing Contract must be signed at check-in. Signing this contract constitutes a legal binding agreement between the student and the University for that academic year.

The University reserves the right to make adjustments in room assignments or fill empty bedrooms if it is deemed to be in the best interest of the University, the student or roommates to do so. The Residence Directors will try to contact the students involved and give them the opportunity to discuss the reasons for the proposed changes with their Director. Students may request changes themselves through their Residence Director.